

**CHANGE NOTICE
FOR THE
USER AND OPERATIONS GUIDE FOR THE NASA
PERSONNEL/PAYROLL SYSTEM
(DRD 38L 05)**

**Release 5.2
October 1996**

CSC

MSFC

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Date

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CHANGE INSTRUCTIONS

1. File the attached changes as indicated below.

Note: A change indicator in the margin shows the area of change.

Remove

Cover Page
History Page

3-1 thru 3-21
PAY-1
MER-95 thru MER-147
T&A-1 thru T&A-26
AA-1 thru AA-43
Appendix C-iii thru Appendix
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PAY-1 thru PAY-3
MER-95 thru MER-143
T&A-1 thru T&A-24
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2. Sign and date this page in the space provided below to show that the changes have been incorporated, and file this page immediately behind the History Page.

Name of person incorporating changes

Date



AUTOMATED INFORMATION MANAGEMENT USER AND OPERATIONS GUIDE FOR THE NASA PERSONNEL/PAYROLL SYSTEM

Information Systems Contract

Release 5.2

October 1996



National Aeronautics and
Space Administration

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HISTORY PAGE			
Document Number:		Document Title: User and Operations Guide for the NASA Personnel/ Payroll System (DRD 38L 03)	
Change Number	Date	Description	Pages Affected
—	08/90	Original Baseline (Released as CSCA00076)	All
Release 3.8	10/94	Changes per CRs (Refer to the NPPS UOG 1620 Cross Reference.) (Republished as ISC-52100-1099)	All
Release 3.9	12/94	Changes per CRs (Refer to the NPPS UOG 1620 Cross Reference)	xviii through xxvii xxxvii 2 - 40 PAYTAB - 4 AA - 28 c - iii / c - iv C - 14 through C - 16 C - 20 through C - 22 C - 27 through C - 28 C - 38 Report Documentation Page
Release 4.0.1	03/95	Changes per CRs (Refer to the NPPS UOG 1620 Cross Reference)	xxxv to xxxvi MER - 37 MER - 86 to MER - 87 MER - 108 to MER- 109 T&A - 9 to T&A - 10 PAYTAB - 5 PAYTAB - 8 Rpt. Doc. Pge.

Change Number	Date	Description	Pages Affected
Release 4.1	05/95	Changes per CRs (Refer to the NPPS UOG 1620 Cross Reference)	xiii - xl, PERACT - 3, SF50 - 4, PERTAB - 3, PERTAB - 5 to PERTAB - 6, PERTAB - 10 to PERTAB - 11, SF7 - 2, MER - 60, MER - 69, MER - 81 to MER - 83, MER - 94, MER - 103 to MER - 104, T&A - 19, 5 - 20 to 5-22, 5 - 34, 5 - 44 to 5 - 45, F - 1 to F - 3, Rpt. Doc. Pge.
Release 4.1.1	07/95	Changes per CRs (Refer to the NPPS UOG 1620 Cross Reference)	PERACT - 13, HIST - 7 to HIST - 19, MER - 51, MER - 81, MER - 97 to MER - 98, MER - 102 to MER - 103, MER - 111 to MER - 112, MER - 115, MER - 120, T&A - 9 to T&A - 10
Release 4.1.3	09/95	Changes per CRs (Refer to the NPPS UOG 1620 Cross Reference)	vi, xxxv, PERACT - 19, MASS - 1 to MASS - 2, MASS - 5 to MASS - 6, MASS - 8, MASS - 21, Rpt. Doc. Pg.
Release 4.2	11/95	Changes per CRs (Refer to the NPPS UOG 1620 Cross Reference)	xli, PERACT - 9/ PERACT - 10, MASS - 9, SF7 - 3, HIST - 18, AUDIT - 10, MER - 82, MER - 86 to MER - 88, MER - 103/MER - 104, MER - 109/MER - 110, C - 48, C - 49, Rpt. Doc. Pge.

Change Number	Date	Description	Pages Affected
Release 5.1	4/96	Changes per CRs (Refer to the NPPS UOG 1620 Cross Reference)	xxvii, xxx, xxxvi, xxxviii, 2 - 28, PERACT - 3, PERACT - 7, PERACT - 10, MASS - 14, HIST - 7 / HIST - 8, HIST - 10 / HIST - 11, HIST - 14, MER - 56 / MER - 57, MER - 63 / MER - 64, MER - 66 to MER - 70, AA - 9, AA - 22 to AA - 24, Appendix F, Appendix G, Rpt. Doc. Pge
Release 5.2	10/96	Changes per Crs (Refer to the NPPS UOG 1620 Cross Reference)	3-3, PAY-1, MER-112, T&A -8, T&A-11, T&A-23, AA-3, AA-4, AA-26, AA-27, AA-30, C-20

**SYSTEM/SOFTWARE REQUIREMENTS SPECIFICATION
FOR THE NASA PERSONNEL/PAYROLL SYSTEM
RELEASE 5.2**

1620 CROSS REFERENCE

NASA Form 1620 Ref. Number	Document Page No.	Document Paragraph No.
96000260	3-3	UOG 3.2.1.1
	PAY-1	UOG 4.2
	MER-112	UOG 4.2.1.3.5
	T&A-8, T&A-10	UOG 4.2.2.1.2
	T&A-23	UOG 4.2.2.2.3
	AA-3, AA-5	UOG 4.3.1.1
	AA-27	UOG 4.3.1.3.1
96000262	AA-30	UOG 4.3.1.3.2
	C-21	UOG C.15.1
96000280	N/A	N/A

3.0 USER INTERFACE

NPPS is a system for maintaining employee information for use with both personnel and payroll functions. Each piece of information regarding an employee is called data. The collective body of information regarding all the employees at the installation is called the database. NPPS enables the user to view or change the contents of this database by controlling the way you enter data (menus and templates) and the way you view data already in the database (screen displays and printouts).

Your terminal or personal computer is the tool used to enter data. It is connected to the larger storage and processing device, the mainframe computer, where the NPPS and its database are stored. When you enter information, it first appears on the screen. Then, when you press **ENTER**, it is transmitted to the mainframe where it is processed by NPPS.

When you request information, it is retrieved from the database and sent to your screen for display. Also, when you request a printed copy of information, the information is retrieved from the database, but is sent to a printer rather than the screen of your terminal or personal computer.

3.1 SYSTEM ACCESS

Before using NPPS, you will need to obtain a terminal or personal computer. In addition, you will need an access identification by which the system may recognize you as an authorized user. This access identification is called a system ID.

You will also need a password which enables the computer to verify you are the valid user of that system ID. Finally, you will require a NPPS userid and temporary password, which will be assigned by your Application Administrator. The NPPS userid will define your access privileges (i.e., update or view information).

3.1.1 Logon and Logoff Procedures

In order to communicate with NPPS, you must use a terminal or personal computer which is attached to the mainframe via a cable, or you may connect to the mainframe by using a phone line. The process of establishing communications with NPPS is referred to as logging on. Therefore, the set of steps to establish this communication is referred to as the logon procedure. To end the communications, you will use the logoff procedures.

Both the logon and logoff procedures are different for each installation. You should obtain these procedures from your NPPS Application Administrator.

3.1.2 Valid System ID and NPPS Password

One of the first steps in logging on will be to type your system ID and password. The remaining steps will eventually bring you to the NPPS Main Menu. At this point, you will need to type your NPPS userid and password which identifies you as a valid user of the NPPS.

The NPPS userid represents your NPPS security profile. This profile establishes the tasks you may perform while using NPPS, such as entering a personnel action or editing a T&A card. If you attempt to access a menu or template which you are not authorized to view or use, NPPS will prohibit you from moving to the designated screen or processing the desired action. You will receive a message stating you have requested a template or action for which you do not have authorization.

When you logon to NPPS for the first time, you will be required to change your temporary password assigned to you by the security administrator. A password is valid for sixty days. When the sixty days is up, you will be required to change your password. Your new password cannot be the same as your current or previous five passwords. You can also change your password from the NPPS Main Menu by pressing **PF2** and entering your current password and your new password (twice for verification).

You may view your own security profile in order to learn which tasks you are authorized to perform. For detailed procedures, refer to Section 4.3.1.1.

Your logon and logoff procedures should be included in Appendix E, along with any other information regarding special situations at your installation. Printing procedures are examples of other site-unique information. Though NPPS provides a universal means by which to request a printed copy, your installation has special printers in specific locations.

3.2 SYSTEM LAYOUT

The following sections contain details of the system layout.

3.2.1 Menus and Templates

NPPS provides two types of screens: menus and templates. Menus assist the user when moving through the system and provide a means for selecting a NPPS capability. Templates accept information to change, edit, or update employee records.

3.2.1.1 Menus

NPPS contains a number of menus which guide you through the system. Each menu lists several numbered items from which you may select. These items may be other menus or may be templates. Make your selection by entering the number of your choice and pressing **ENTER**.

The following warning screen is presented when you first enter the NPPS environment. Press **ENTER** to advance to the NPPS Main Menu or **PF12** to quit.

```
NPO0000                                91-09-09
** ALERT** ALERT** ALERT** ALERT** ALERT** ALERT** ALERT** ALERT*

      THE NASA PERSONNEL PAYROLL SYSTEM CONTAINS

      PERSONAL AND FINANCIAL DATA

      PROTECTED UNDER THE PRIVACY ACT OF 1974 AND NMI 1382.17

*** YOU MAY USE THE DATA ONLY TO PERFORM YOUR OFFICIAL DUTIES

*** YOU MUST TAKE CARE TO ENTER ONLY CORRECT INFORMATION INTO NPPS

*** YOU MUST NOT LEAVE YOUR WORKSTATION UNATTENDED WHILE LOGGED ONTO NPPS

*** HARDCOPY OUTPUT OF EMPLOYEE DATA MUST BE PROTECTED AND DISTRIBUTED
    ONLY TO AUTHORIZED INDIVIDUALS

      PRESS ENTER TO CONTINUE THE NPPS LOGON
      OR  PF12 TO QUIT

** ALERT** ALERT** ALERT** ALERT** ALERT** ALERT** ALERT** ALERT*
```

NPPS PRIVACY ACT WARNING SCREEN

The NPPS Main Menu is the first screen displayed when you establish communications with NPPS. This screen provides four choices: (1) Personnel, (2) Payroll, (3) Application Administration, and (4) Exit to Super Natural.

You use this menu to access the three subsystems of NPPS, represented by the first three choices. You also use this menu to access Super Natural, the fourth choice.

The NPPS Main Menu is accessed using CPO USER-ID to sign on to a NASA Centers using one specific USER-ID and PASSWORD.

NPPS M A I N M E N U		

CENTER ID:	NPPS VERSION:	
ENTER YOUR NPPS USERID, PASSWORD AND ONE OF THE FOLLOWING SELECTIONS:		
1 - PERSONNEL		
2 - PAYROLL		
3 - APPLICATION ADMINISTRATION		
4 - EXIT TO SUPER NATURAL		
SELECTION: _		
NPPS USERID	_____	NPPS PASSWORD _____

PF1= HELP	PF2= CHANGE PASSWORD	F12= END

NPPS MAIN MENU

3.2.1.2 Templates

Templates include a number of blank spaces, or fields, where you enter data. For personnel or payroll actions, you start by identifying the employee. Then you enter the information required in order to add, change, or delete the record of the employee you have identified. When you have entered all the necessary information, press **ENTER** (or its equivalent key) to process the data on that template. Some actions require you to fill in a set of related templates which are linked together. This set is called a chain.

The first template is the following Personnel Actions template. In order to use this template, you enter the required information regarding the employee (SSN or last name) whose record you want to update, the type of action (NOAC) you want to perform, the effective date of the action, and the desired function. Then press **ENTER**. NPPS will display a set of templates, or chain. You fill in the required information on each template and press **ENTER**. This will call up the next template in the chain.

After you fill in all the templates in the chain and press **ENTER**, the action is completed. NPPS will display a message stating you have succeeded in placing this action on the suspense file, and you will be returned automatically to the Personnel Actions template. For more detailed information on the use of this template, refer to Section 4.1.1.1.

```

COMMAND: _____ NPPS
NEO1001      PERSONNEL ACTION PROCESSING MENU - PERACT
-----

SSN:  ____  ____  NOAC:  ____  EFDATE:  ____  ____  ____  FUNC:  ____
NAME(LAST, FIRST):  _____

      FUNCTION              DESCRIPTION

      A              ADD THE ACTION TO SUSPENSE
      C              CHANGE AN EXISTING SUSPENSE ACTION
      D              DELETE AN EXISTING SUSPENSE ACTION
      E              CHANGE THE EFDATE OF AN EXISTING SUSPENSE ACTION
      R              RETRIEVE AN EXISTING SUSPENSE ACTION
      S              RE-SEQUENCE SUSPENSE ACTIONS

-----

PF1=  HELP              PF5=  MAIN MENU              PF12=  END

```

PERSONNEL ACTIONS PROCESSING MENU

The second template is the following T&A Edit template, which represents the online version of the employee's official pay record. In order to use this template, identify the employee whose T&A information you want to add or update. This is completed by entering the employee's SSN and payblock. Next, enter the function you want to perform and all the information required in order to update this employee's pay record.

When you press **ENTER**, NPPS updates the employee's pay record according to your changes. For more detailed information on the use of this template, refer to Section 4.2.2.1.1.

```
* SPECIFY NEW PAYBLOCK AND SELECTION, OR USE PF KEYS

                                     93-01-26
COMMAND: _____ NPPS - OFFICIAL PAY RECORD - TAEDIT          3 10:55:59
NAO3100 -----
FUNCTION _ SEL _   PAYBLOCK _ SSN _   EMP#   CMPRSD WEEK(Y/ ) _
LAST NAME _____ FIRST _____ MI _   DATE
      REG  OT   ND   CTE   HOL   SD   HD   CD  OTH  CD  OTH
WEEK1 _____
SH: _  AL   SL   CTU  LWOP  SUSP  AWOL  HOL   RST  _  _  _  _
      REG  OT   ND   CTE   HOL   SD   HD   CD  OTH  CD  OTH
WEEK2 _____
SH: _  AL   SL   CTU  LWOP  SUSP  AWOL  HOL   RST  _  _  _  _
      _____ LAST SHIFT WRKD _
***** BIWEEKLY TOTALS *****
WORK _____ FACILITY CODE:
LEAVE _____
OTHER- J _____ M _____ A _____ G _____ E _____ C _____ T _____
LEAVE  I _____ H _____ Y _____ D _____ Z _____ R _____

-----
FUNCTION: B= BLOCK TOT  C= CHANGE  H= HUNDRED TOT  N= NAME SRCH  S= SPLIT SHIFT
PF1= HELP  PF2= MORE MESSAGES  PF3= PREV SCREEN  PF5= MAIN MENU  PF12= END
```

T&A EDIT

3.2.2 Screen Conventions

Though all the menus and templates have different names and functions, certain features regarding their layout are consistent. Each screen can be divided into three main parts as shown on the following menu. These parts are (1) the title information which is located above the top dotted line, (2) the function and Program Functions (PF) key information which is located below the bottom dotted line, and (3) the user input area which is located between the two dotted lines.

COMMAND: _____	NPPS
NEO0000	PERSONNEL MAIN MENU - PERMM

CENTER ID:	NPPS VERSION:
ENTER ONE OF THE FOLLOWING SELECTIONS: ____	
1 - PERSONNEL ACTIONS 2 - PLANNING ACTION 3 - MATURE PROCESS 4 - SF-50/SF-52 PROCESSING 5 - TABLES MAINTENANCE 6 - ACI 7 - MASS ACTIONS 8 - EMPLOYEE SERVICE RECORD 9 - PERSONNEL HISTORY FILE MAINTENANCE 10 - PERSONNEL AUDIT BROWSE	

PF1= HELP	PF5= MAIN MENU
PF12= END	

SCREEN CONVENTIONS

3.2.2.1 Title Information

COMMAND LINE- At the top left is the Command Line. To move your cursor to this line, press the **HOME** key. The Command Line provides one of the system navigation options and is further explained in this section. Immediately below the Command Line is the program identification which identifies each screen. As a functional user of NPPS, you will not need to use this unique screen code.

TITLE - The menu/template title always appears at the top center of the screen. Immediately following the title is its abbreviated name or, as it is referred to by NPPS, the template ID. This ID is used to identify the template when the user needs to move to it directly via the command processing capability by entering this acronym on the command line and pressing **ENTER**.

DATE/TIME - The date and time are displayed at the top right of the screen. Every time you move from one screen to another, you will see that the time has updated automatically. The number appearing immediately below the date and time is the Processing Time Indicator. This indicator displays the number of seconds between the time NPPS initiates and completes its processing on the mainframe. The Processing Time Indicator provides information relative to your mainframe's processing performance.

3.2.2.2 Functions and PF Keys

At the bottom of the screen are the functions and PF keys which accompany the specific menu or template you are viewing. The functions are available only on templates because they are used to identify the type of action you want to perform for a specific employee

record (i.e., add, change, retrieve, or delete). The functions available are described in conjunction with each template. The four functions available for most templates are as follows.

(A) Add

(C) Change

(D) Delete

(R) Retrieve

The PF keys available will also vary from one menu/template to another. However, there is a group of four standard PF keys which appears on most menus and templates. These standard keys are as follows.

PF1 = Help

PF3 = Previous Screen

PF5 = Main Menu

PF12 = End (must be pressed twice for confirmation)

In addition, two keys are provided which allow you to move between the pages of a template composed of more than one screen. These two keys are PF7=Backward and PF8=Forward. All other PF keys will be described in conjunction with their corresponding screens.

3.2.2.3 User Input Area

The contents of the middle section of each menu or template varies according to the purpose of the screen itself. However, the user input area of each screen contains one or more of the three types of fields: (1) mandatory fields in which you must enter information, (2) optional fields in which you may choose whether or not to enter information, and (3) display fields in which you may not enter information.

Mandatory inputs vary according to the task you are performing. The mandatory fields are highlighted by NPPS so you can easily identify them. If you neglect to complete a mandatory field, NPPS will return the cursor to this field after you press **ENTER**. NPPS will also display a message which reminds you that you must complete this field before proceeding with the task.

All templates require you to enter the SSN of the employee whose master record is to be added, changed, or deleted. If you want to do any action other than retrieve information which already exists in the master record, you must also change the function code (FUNC). Personnel templates may require a NOAC and action date (ACDATE) as well.

If your monitor has a color display, the mandatory entries are displayed as white, and the optional entries are displayed as green. Those fields which you may not change are displayed as blue.

3.3 NAVIGATION TECHNIQUES

The following sections describe the navigation techniques.

3.3.1 Menu Choices

Menus allow you to select the particular path you want to travel. You pass from one menu to the next until you arrive at the proper template. For instance, if you want to arrive at the Personnel Actions template from the NPPS Main Menu, you would follow the path outlined in Figure 33.1-1, Menu Navigation.

1. At the NPPS Main Menu, select **1** - Personnel and press **ENTER**.
2. At the Personnel Main Menu, select **1** - Personnel Actions and press **ENTER**.
3. At the Personnel Actions Menu, select **1** - Personnel Action Processing and press **ENTER**.

Navigating via the menus is helpful for individuals who are learning NPPS. However, the experienced NPPS user may find the command line a more efficient method of navigation.

3.3.2 Command Line

The command line is located at the top, left corner of each screen, as displayed in the following example. At the command line, you can enter either a template ID or a key word. Either type of command tells NPPS where you want to go without stepping through layers of menus.

COMMAND: _____	NPPS	89-04-18
NEO0000	PERSONNEL MAIN MENU - PERMM	11:28:40

COMMAND LINE

Release 5.2 10/96 ISC-23563

Release 3.8 10/94

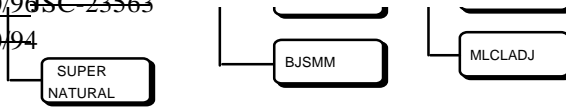


figure 3.3.1-1 menu navigation

To use this method for navigating to the screen of your choice, first press the **HOME** key to move your cursor to the command line. Then type in the template ID or key word that represents your desired location. Finally, press **ENTER** to execute and move to your desired location. You will notice that the NPPS Main Menu does not have a command line. This is because you must first select and enter one of the four subsystems before proceeding to its accompanying menus and templates. Also, you may not use the command line to move to a menu or template which you are not authorized to use.

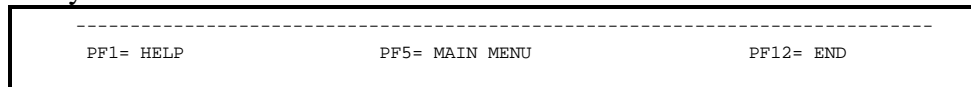
The template IDs are abbreviations of the individual menu and template titles. Each screen has an abbreviated name immediately after its full title. The screen title and abbreviated name are always centered at the top of each screen.

The key words are available as an alternative to PF keys. They represent the direction in which you may move or the location to which you may move. Certain key words tell NPPS that you want to cease the application and return to the mainframe operating system. These words are FIN, END, and STOP. Other words enable you to return to the main menu, such as MAIN, MAINMENU, and MENU.

Another key word allows you to move backward one screen at a time. This word is PREVIOUS. The key word which moves you directly to the data dictionary is DD. Finally, if you want to invoke the help facility from any template, type in HELP.

3.3.3 PF Keys

The PF keys are another method of navigation. These keys are located at the bottom of the screen, as pictured in the following example. PF keys enable you to move from one location to another and are executed by pressing the key which represents the type of movement you desire.



PF KEYS

PF keys are as follows.

PF1 = HELP

PF5 = MAIN MENU

PF3 = PREVIOUS SCREEN

PF12 = END

When you enter the help facility for NPPS, some of the PF keys take on a new meaning. The PF keys which are available within the help facility are listed below. PF1 = TOP

PF2 = DISPLAY/UPDATE MODE

PF3 = END

PF4 = DD (DATA DICTIONARY)

PF7 = BKWD (BACKWARD)

PF8 = FWD (FORWARD)

PF9 = COPY

Before you press a PF key, be sure to check its function at the bottom of the NPPS screen.

3.3.4 Chained Set of Screens ENTER Key

Some actions are performed by filling in a set of related templates. These templates are linked to form a chain. You move from one template to the next by simply pressing **ENTER**. You must move through the templates in a predetermined sequence which facilitates the logical processing of the action. The templates within a chain do not have a command line and you may not move directly to these templates.

3.3.5 Personnel Actions Hot Key

While processing a personnel action via a chain of templates, you may move directly to the final template of the chain by pressing the hot key, which is identified in the list of PF keys found at the bottom of the screen.

3.4 HELP SUPPORT

Each menu and template has an accompanying help screen or set of help screens. The following example is the help screen that accompanies the Application Administration Menu. These screens comprise the help facility.

NSS0004	NPPS	
MODE: DISPLAY	HELP FACILITY	55976
TEMPLATE ID: ADMMENU	PAGE NUMBER: 1	FUNCTION: R
<p>THIS MENU ALLOWS YOU TO SELECT FROM:</p> <p>SECURITY MAINTENANCE</p> <p>MAINTENANCE UTILITIES</p> <p>(sub functions)</p> <p>COMMAND TABLE MAINTENANCE</p> <p>BATCH JOB MAINTENANCE</p> <p>PERSONNEL RELATIONAL EDITS</p> <p>PROCESS CONTROLS</p> <p>(sub functions)</p> <p>PAYROLL</p> <p>PERSONNEL</p> <p>BATCH JOB SCHEDULING</p>		
<p>-----</p> <p>FUNCTIONS: A= ADD C= CHANGE D= DELETE I= INSERT R= RETRIEVE</p> <p>PF1= TOP PF2= DISP/UPDT MODE PF3= END PF4= DD PF7= BKWD PF8= FWD PF9= COPY</p>		

HELP SCREEN

The help facility contains basic system conventions and menu navigation assistance. However, the help facility is provided primarily as a tool to be customized by each installation. This enables the installation to provide any information needed to assist the user in performing tasks associated with personnel and payroll processing. An example of information which might be added to the help facility is the set of center-unique codes and their values. Other examples are special personnel processing information and site-unique procedures for balancing payroll.

One template or menu may have more than one help screen (i.e., a set of help screens). All help screens in the set share the same template ID, but have unique page numbers. The following example is the set of three help screens that accompany the Master Employee Record Menu.

```
NSS0004                      NPPS
MODE: DISPLAY                HELP FACILITY
TEMPLATE ID: MMER           PAGE NUMBER: 1    FUNCTION: R
-----

USE:                          TO:
1 - Master Selection MER Menu  Access any of the MER Modules pertaining
                                to deductions, pay adjustments, leave
                                adjustments, YTD, query, miscellaneous,
                                suspend, and mass.

2- Employee Location Menu      Display/update information pertaining to
                                distribution of pay-related data.

3 - Current PP Pay Actions Menu Process current pay period actions.

                                Screen 1 of 3

-----

FUNCTIONS:  A= ADD   C= CHANGE   D= DELETE   I= INSERT   R= RETRIEVE
PF1= TOP PF2= DISP/UPDT MODE PF3= END  PF4= DD PF7= BKWD  PF8= FWD  PF9= COPY
```

MASTER EMPLOYEE RECORD MENU (PAGE 1)

```
NSS0004                      NPPS
MODE: DISPLAY                HELP FACILITY
TEMPLATE ID: MMER           PAGE NUMBER: 2    FUNCTION: R
-----

USE:                          TO:
4 - Leave Hours Adjustments Menu  Update an employee's record to
                                reflect leave hours.

5 - Dollar Accumulations Adjustments Menu  Change an employee's dollar
                                accumulation amounts.

6 - MER Controls and Queries Menu  Display an employee's payroll
                                information.

                                Screen 2 of 3

-----

FUNCTIONS:  A= ADD   C= CHANGE   D= DELETE   I= INSERT   R= RETRIEVE
PF1= TOP PF2= DISP/UPDT MODE PF3= END  PF4= DD PF7= BKWD  PF8= FWD  PF9= COPY
```

MASTER EMPLOYEE RECORD MENU (PAGE 2)

NSS0004	NPPS	
MODE: DISPLAY	HELP FACILITY	
TEMPLATE ID: MMER	PAGE NUMBER: 3	FUNCTION: R

USE:	TO:	
7 - Payroll Suspense Maintenance Query	Display suspended payroll information for an individual employee or group of employees.	
8 - Mass and Global Transactions Menu	Access the option to perform mass changes on payroll information.	
9 - Start New Employee Add Chain	View a list of new employees and initiate the add chain.	
Screen 3 of 3		

FUNCTIONS: A= ADD C= CHANGE D= DELETE I= INSERT R= RETRIEVE		
PF1= TOP PF2= DISP/UPDT MODE PF3= END PF4= DD PF7= BKWD PF8= FWD PF9= COPY		

MASTER EMPLOYEE RECORD MENU (PAGE 3)

3.4.1 Benefits of Using Help

Help screens which accompany menus display an explanation of the choices available at the given menu. Help screens which accompany templates provide an explanation of the function field and refer you to the data dictionary for information regarding other fields which appear on the template.

The error and informational messages are not explained on the help screens. This is because these messages are self-explanatory. However, if you want more information about the error and informational message, refer to Appendix B.

3.4.2 Instructions for Using Help

If you have a question about a particular menu or template, press **PF1** in order to access help. When you request help, NPPS shows you the first help screen for the template you are viewing. The additional help screens for the template are available one page at a time. Press **PF8** to page forward through the set of screens and **PF7** to page backward. If you want to move directly to a specific page number, type the desired page number in the appropriate field at the top, center of the screen and press **ENTER**. When you are finished with the help screens, press **PF3** and you will return to the original template that you were viewing when you requested assistance.

Authorized individuals may add new help screens, change the contents of existing help screens, and delete unwanted help screens. For more information on updating the help screens, refer to Section 4.3.1.4.

3.4.3 Data Dictionary

The data dictionary is available both online and in print. The Data Dictionary for the NASA Personnel/Payroll System, JSC-23042, contains a printed copy of the entire data dictionary. Since the online version of the data dictionary is easily accessible when you are working in NPPS, you will probably not require the printed version on a regular basis.

The data dictionary contains every data name, its corresponding field names, and any corresponding acronyms. The online data dictionary enables you to locate all three versions of the data name with equal efficiency by typing in the version you would like at the time you request information. For each data name, the dictionary provides a description of the name, its source, the file(s) in which the name may be located, and its edit criteria. The dictionary also provides the type and size of the data name.

You may access the data dictionary by typing **DD** in the command line and pressing **ENTER**. This method may be executed from any template or menu with a command line.

If the data dictionary cannot locate the field by the name you have provided, you can initiate a search for the field by pressing **PF1** and choosing the type of name you seek and the starting value. When you finish reviewing the description of the field, press **PF3** to exit the data dictionary and return to the menu or template you were viewing when you first requested help.

3.4.4 Instructions for Using the Data Dictionary

The steps to look up a data name in the printed version of the data dictionary are identical to looking up a word in a regular dictionary. You manually search for the data name according to its location in the alphabet.

Though the procedures for looking up a data name in the online version of the data dictionary are not as familiar to most individuals, they are just as simple once you learn them. First, you must access the data dictionary. This may be done from any NPPS screen with a command line. Then you type in the data name or begin a search for the name based on the first few letters. When you finish reviewing the information, you press **PF3** in order to return to your original location in NPPS. The procedures for looking up a name in the online data dictionary are as follows.

To Access the Online Data Dictionary from NPPS

1. Press **HOME** to move your cursor to the command line.
2. At the command line, type **DD** and press **ENTER**;

or
3. From any help screen, press **PF4**.

To Look Up a Known Data Name

The first screen of the online data dictionary is entitled, "NASA Personnel/Payroll System Glossary Inquiry."

```

      UDDM1000          NASA PERSONNEL / PAYROLL SYSTEM
                        GLOSSARY INQUIRY

Data Name: _____

Enter Data Name and press 'RETURN' to start inquiry
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP          PREV                                QUIT
  
```

DATA DICTIONARY

1. At the Data Name blank, type in the name and press **ENTER**.

```

      UDDM1000          NASA PERSONNEL / PAYROLL SYSTEM
                        GLOSSARY INQUIRY

Data Name: NAME: LAST_____

Enter Data Name and press 'RETURN' to start inquiry
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP          PREV                                QUIT
  
```

LOOK UP KNOWN DATA NAME

You will then receive the first screen of information about the name. You may view the second and third screens of information by pressing **ENTER** (refer to the following screens) or return to the initial Glossary Inquiry screen by pressing **PF3**.

```

      UDDM2100          NASA PERSONNEL / PAYROLL SYSTEM
                        GLOSSARY INQUIRY

Data Name: NAME: LAST
Source: SF 52                                Type: A    Size: 22.0

Description:
Last name by which an employee is designated on
official transactions

Press 'RETURN' to continue inquiry ...
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      PREV                                QUIT
  
```

LAST NAME FIELD (PAGE 1)

```

      UDDM2300          NASA PERSONNEL / PAYROLL SYSTEM
                        GLOSSARY INQUIRY

Data Name: NAME: LAST

      ADABAS FILE NAME      ADABAS FIELD NAME
      =====
1     NPS2-PER-MASTER      PER-NAME-LAST
2     NPS2-PER-PMRS        PMRS-NAME-LAST
3     NPS2-PAY-MASTER      PAY-NAME-LAST
4
5
6
7
8
9
10

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                        PREV          BCKWD FORWD          QUIT

```

LAST NAME FIELD (PAGE 2)

To Look Up an Unknown Data Name

1. At the Data Name blank, type in an approximation of the correct data name and press **ENTER**.

If you do not type in the exact data name, the dictionary will display a message at the bottom of the screen which explains that the data name you entered was not found. You will be prompted to press **PF1** for help.

```

      UDDM1000          NASA PERSONNEL / PAYROLL SYSTEM
                        GLOSSARY INQUIRY

Data Name: LAST NAME_____

      Data Name as entered NOT found.   Use F1 for HELP...
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                        HELP          PREV          QUIT

```

LOOK UP UNKNOWN DATA NAME

2. Press **PF1** and view the following pop-up menu which is used to initiate a search for an unknown data name.

```

UDDM1000          NASA PERSONNEL / PAYROLL SYSTEM
                  GLOSSARY INQUIRY

Data Name: LAST NAME_____

+-----+
| Search by   : 1) Data Name          |
|              2) Field Name          |
|              3) Cancel Search        |
| Starting from: LAST NAME_____ |
+-----+

Data Name as entered NOT found.   Use F1 for HELP....
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP      PREV                                QUIT

```

INITIATE DATA NAME SEARCH

3. Select the type of name for which you want to search.

1 = Data Name

2 = Field Name

3 = Cancel Search

This inquiry presents two options for glossary search: data name and field name. The option you select depends on whether your search is for a data name that is used as the descriptive full text name in the glossary, or the field name that is defined to the data management software and is used programmatically to access the data in the programming and query language (SUPER NATURAL and NATURAL).

4. Select the Data Name option and type in the letter(s) you select as a starting point for your search for a data name and press **ENTER**.
5. At the listing, view the data names until you find the name you are seeking (refer to the following screen). If you do not locate the name on the first display screen, press **ENTER** to move to the next screen.

```

UDDM1100          NASA PERSONNEL / PAYROLL SYSTEM
                  GLOSSARY INQUIRY

Search by      : Data Name
Starting from: LAST NAME
Mark 'X' for Detail   Data Name
=====
-      LEAVE PERIOD: CURRENT
-      LEAVE PERIOD: TOTAL
-      LEGAL AUTHORITY CODE: 1
-      LEGAL AUTHORITY CODE: 2
-      LUMP SUM: FED W/H 20% RATE IND
-      LUMP SUM: LEAVE ADJ
-      LUMP SUM: LEAVE HOURS
-      LUMP SUM: LEAVE HRLY RATE
-      LUMP SUM: LEAVE PAYMENT
-      LUMP SUM: LEAVE PAYMENT YTD
-      LUMP SUM: RESTORED HOURS
-      LWOP: NTE DATE
      Press 'RETURN' to continue scrolling ...
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
                  PREV                                QUIT

```

VIEW DATA NAME LISTING

6. When you locate the data name, enter **X** in the blank to the left of the name and press **ENTER** (refer to the following screen). You will then receive the first screen of information about this data name. You may view the second screen of information by pressing **ENTER** or return to the initial Glossary Inquiry screen by pressing **PF3**.

```

UDDM1100          NASA PERSONNEL / PAYROLL SYSTEM
                  GLOSSARY INQUIRY

Search by      : Data Name
Starting from: LAST NAME
Mark 'X' for Detail   Data Name
=====
-      MILITARY LEAVE: DAYS LIMIT
-      MILITARY LEAVE: USED B/W HOURS
-      MILITARY LEAVE: USED DAYS FYTD
-      MILITARY LEAVE: USED WEEK 1
-      MILITARY LEAVE: USED WEEK 2
-      MILITARY LEAVE: USED YTD HOURS
-      MINORITY CODE
-      MISCELLANEOUS REQUIRED AMT
-      MISCELLANEOUS YTD
-      NAME: FIRST
-      NAME: GENEALOGICAL SUFFIX
X      NAME: LAST
      Press 'RETURN' to continue scrolling ...
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
                  PREV                                QUIT

```

SELECT DESIRED DATA NAME

To Look Up an Unknown Field Name

1. Press **PF1** and view the pop-up menu which is used to initiate a search for an unknown name.
2. Select the Field Name option and type in the letter(s) you select as a starting point for a field name and press **ENTER**.
3. At the listing, view the field and data names until you find the name you are seeking (refer to the following screen). If you do not locate the name on the first display screen, press **ENTER** to move to the next screen.

UDDM1300	NASA PERSONNEL / PAYROLL SYSTEM	03/05/92
	GLOSSARY INQUIRY	11:59:33
Search by : Field Name		
Starting from: _____		
Mark 'X'		
Detail	Field Name	Data Name
=====	=====	=====
-	A-L-PT-CARRY-OVR	ANNUAL LV: P/T CARRY OVER HIST
-	ADDR-AWARD-DATA	AWARD: PE GROUP DATA
-	ADDR-AWD-CITY-DED	AWARD: CITY TAX DED
-	ADDR-AWD-CNTY-DED	AWARD: COUNTY TAX DED
-	ADDR-AWD-EARN	AWARD: EARNINGS
-	ADDR-AWD-EFDATE	AWARD: EFF DATE
-	ADDR-AWD-FEDTX-DED	AWARD: FED TAX DED
-	ADDR-AWD-FICA-DED	AWARD: FICA DEDUCTION
-	ADDR-AWD-FICA-EARN	AWARD: FICA EARNING AMOUNT
-	ADDR-AWD-FICA-GOV-DED	AWARD: FICA GOV DED
-	ADDR-AWD-HIT-DED	AWARD: HIT DEDUCTION
-	ADDR-AWD-HIT-EARN	AWARD: HIT EARNING AMOUNT
PRESS 'RETURN' TO CONTINUE SCROLLING ...		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
PREV		QUIT

VIEW FIELD NAME LISTING

4. When you locate the field name, ente**X** in the blank to the left of the name and press **ENTER**. (Refer to the following screen.) You will then receive the first screen of information about this field name. You may view the second screen of information by pressing **ENTER**, or you may return to the initial Glossary Inquiry screen by pressing **PF3**.

UDDM1300	NASA PERSONNEL / PAYROLL SYSTEM	03/05/92
	GLOSSARY INQUIRY	12:03:24
Search by : Field Name		
Starting from: _____		
Mark 'X'		
Detail	Field Name	Data Name
=====	=====	=====
-	A-L-PT-CARRY-OVR	ANNUAL LV: P/T CARRY OVER HIST
-	ADDR-AWARD-DATA	AWARD: PE GROUP DATA
-	ADDR-AWD-CITY-DED	AWARD: CITY TAX DED
-	ADDR-AWD-CNTY-DED	AWARD: COUNTY TAX DED
x	ADDR-AWD-EARN	AWARD: EARNINGS
-	ADDR-AWD-EFDATE	AWARD: EFF DATE
-	ADDR-AWD-FEDTX-DED	AWARD: FED TAX DED
-	ADDR-AWD-FICA-DED	AWARD: FICA DEDUCTION
-	ADDR-AWD-FICA-EARN	AWARD: FICA EARNING AMOUNT
-	ADDR-AWD-FICA-GOV-DED	AWARD: FICA GOV DED
-	ADDR-AWD-HIT-DED	AWARD: HIT DEDUCTION
-	ADDR-AWD-HIT-EARN	AWARD: HIT EARNING AMOUNT
PRESS 'RETURN' TO CONTINUE SCROLLING ...		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
PREV		QUIT

SELECT DESIRED FIELD NAME

To Exit the Online Data Dictionary and Return to NPPS

1. Press **PF3**.

4.2 PAYROLL

```
COMMAND: _____      N P P S
NAO0000      PAYROLL MAIN MENU - MMPAY
-----
                CENTER ID:      NPPS VERSION:

                ENTER ONE OF THE FOLLOWING SELECTIONS: _

                        1 - TIME & ATTENDANCE

                        2 - MER

                        3 - TABLE PROCESSING

                        4 - VOUCHERING

                        5 - NON-PERSONNEL ACTION CASH AWARDS

-----
PF1=  HELP                PF5=  MAIN MENU                PF12= END
```

PAYROLL MAIN MENU (MMPAY)

Description and Execution

The Payroll Main Menu (MMPAY) displays the five main components of the Payroll subsystem of NPPS. This subsystem provides the capability to process payroll employee actions and to compute employee pay. These components are grouped into three logical sections for payroll processes: Payroll Actions (MER), Payroll Computations (Time and Attendance and Vouchering), Payroll Table Processing, and Non-personnel Action Cash Award.

Description and Execution - CPO Center

COMMAND: _____	N P P S
NAO0000	PAYROLL MAIN MENU - MMPAY

CENTER ID: _____	NPFS VERSION: _____
ENTER ONE OF THE FOLLOWING SELECTIONS: _____	
1 - TIME & ATTENDANCE	
2 - MER	
3 - TABLE PROCESSING	
4 - VOUCHERING	
5 - NON-PERSONNEL ACTION CASH AWARDS	

PF1= HELP	PF5= MAIN MENU
PF12= END	

PAYROLL MAIN MENU (MMPAY)

When the Payroll Main Menu (MMPAY) is accessed using the CPO USER-ID, CENTER-ID is an open field. The CPO User can switch from one Center to another on this screen by inputting the CENTER-ID. When the cursor is put on the CENTER-ID field and PF1 is used, a window is displayed with a pick list of Centers from NPFS Core Table TINSTAL1.

COMMAND: _____		N P P S	
NAO0000		PAYROLL MAIN MENU - MMPAY	

CENTER ID			
ENTER ONE			
ENTER THE NUMBER OF THE SITE			
YOU WISH TO ACCESS			
1			
		1	1100
2		2	2100
		3	2200
3		4	2300
		5	2400
4		6	5100
		7	6200
5		8	6400
		9	7200
		10	7600
-----		SELECTION	
PF1= HELP		12= END	

Description and Execution - CPO Center

```
COMMAND: _____ N P P S
NAO0000 _____ PAYROLL MAIN MENU - MMPAY
-----
CENTER ID: _____ NPFS VERSION: _____
ENTER ONE OF THE FOLLOWING SELECTIONS: _____

1 - TIME & ATTENDANCE
2 - MER
3 - TABLE PROCESSING
4 - VOUCHERING
5 - NON-PERSONNEL ACTION CASH AWARDS
-----
PF1= HELP PF5= MAIN MENU PF12= END
```

PAYROLL MAIN MENU (MMPAY)

When the Payroll Main Menu (MMPAY) is accessed using the ~~CPO~~ ~~SER~~ ID, CENTER ID is an open field. The CPO User can switch from one Center to another on this screen by inputting the CENTER ID. When the cursor is put on the CENTER ID field and PF1 is used, a window is displayed with a pick list of Centers from NPFS Core Table TINSTAL1.

```
COMMAND: _____ N P P S
NAO0000 _____ PAYROLL MAIN MENU - MMPAY
-----
CENTER ID _____
ENTER ONE _____
ENTER THE NUMBER OF THE SITE _____
YOU WISH TO ACCESS _____

1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____
9 _____
10 _____
```

SELECTION	
PF1 - HELP	F12 - END

Step to Reach Payroll Main Menu

1. At the Main Menu, select 2 - Payroll.

4.2.1.3 Control Actions

NPPS provides four types of processing control actions: normals control, gross-to-net pay control, YTD control, and allotments. In addition, NPPS provides the ability to display information about a single employee or group of employees.

Normals Control- Computes normal pay control for an individual employee, a single payblock, and the entire center. Each old vs. new normals control consists of an old normal amount from the previous pay period, a new normal amount computed automatically from any current pay period action affecting normal pay control elements, and a computed difference between the two. NPPS globally computes all old vs. new normals to provide a new baseline for the normal pay control.

In addition, a tour of duty normals is computed for part-time employees and only current normals are computed.

Payroll Register Control- Computes gross to net pay balancing control elements and maintains these control elements for an individual employee, a single payblock, and the entire center.

Pay Period YTD Adjustments- Calculates the YTD control elements from earnings and adjustments accumulations maintenance actions by computing the difference between the previous accumulations value and the new accumulations value.

Savings Allotment Summary- Computes allotment control total dollars for changes to voluntary allotments and TSP loan repayment allotments at the center level for changes made during the pay period.

Bonds Control- Summarizes bond enrollments and pay period bond processing.

Awards Control- Queries deduction amounts withheld from cash awards during the current pay period for a given employee.

Queries - Displays information about a single employee or group of employees. For example, you may display personnel information about a single employee, or list a group of new employees or terminated employees. The following queries are provided.

- Personnel Data
- New Employee List
- Terminated Employee List
- Pay Period History Query
- Pay Period History

4.2.1.3.1 Old Versus New Normals

```
* SPECIFY PAYBLOCK, SSN, OR PF9 - 'NAME SEARCH'

                                     92-06-09
COMMAND: _____ NPPS 13:57:48
NAO1520 OLD VERSUS NEW NORMALS - QNORM 1 OF 3 2
-----
PAY BLOCK: __ OR SSN: __ _ NAME: _____
-----
                                OLD          NEW          DIFFERENCE
GROSS PAY
SUPER DIFF
FOREIGN DIFF
RETENTION ALLOW
STAFF DIFF
*AUX
LOCAL PAY
CSRS
FICA
HEALTH INSURANCE TAX
FEDERAL WITHHOLDING TAX
STATE WITHHOLDING TAX
-----
PF1=  HELP      PF3=  PREV SCREEN  PF5=  MAIN MENU  PF7=  BACKWARD
PF8=  FORWARD   PF9=  NAME SEARCH  PF12= END
```

OLD VERSUS NEW NORMALS - QNORM (PAGE 1)

```
                                     92-03-30
COMMAND: _____ NPPS 10:25:26
NAO1520 OLD VERSUS NEW NORMALS - QNORM 2 OF 3
-----
PAY BLOCK: __ OR SSN: __ _ NAME: _____
-----
                                OLD          NEW          DIFFERENCE
CITY WITHHOLDING TAX
CIVILIAN SERVICE CREDIT
COUNTY WITHHOLDING TAX
FEGLI
FEHB
BOND DEDUCTION
CFC
UNION DUES
VOLUNTARY SAVINGS ALLOT
NEBA
FERS
ADVANCE PAY DED
-----
PF1=  HELP      PF3=  PREV SCREEN  PF5=  MAIN MENU  PF7=  BACKWARD
PF8=  FORWARD   PF9=  NAME SEARCH  PF12= END
```

OLD VERSUS NEW NORMALS - QNORM (PAGE 2)

COMMAND: _____		NPPS	
NAO1520	OLD VERSUS NEW NORMALS - QNORM		3 OF 3

PAY BLOCK: ____ OR SSN: ____ NAME: _____			
	OLD	NEW	DIFFERENCE
CSRS MILITARY DEPOSIT			
FERS MILITARY DEPOSIT			
TSP DEDUCTION			
TSP LOAN REPAYMENT ALLOT			
INDEBTEDNESS DUE U.S.			
BANKRUPTCY			
CHILD SUPPORT			
COMMERCIAL GARNISHMENTS			
COST OF LIVING ALLOWANCE			
NET PAY			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

OLD VERSUS NEW NORMALS - QNORM (PAGE 3)

Description and Execution

The Old Versus New Normals (QNORM) template is used to retrieve and display the old versus new normals pay. The normals are checked against the manual control maintained in the Payroll Office to make sure all pay changes were input. This information may be requested for an individual employee, single payblock, or the entire center.

Steps to Reach Old Versus New Normals

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - Master Employee Record (MER).
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **44** - Old Versus New Normals.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

Description of Data Processing and Output

To view the normals for an individual, enter the individual's payblock and SSN in the fields provided at the top of the page and press **ENTER**. To view the normals for a single payblock, enter only the payblock number and press **ENTER**. To view the normals for the entire center, enter the number **99** in the payblock field and press **ENTER**.

* The label AUO will be replaced with AVAIL PAY if the employee is getting availability pay.

4.2.1.3.2 Tour of Duty Normals

* SPECIFY SSN

92-05-14

COMMAND: _____NPPS16:13:54

NAO1587TOUR OF DUTY NORMALS - QPAY1 OF 31

SSN: _ _ _ _ _PAY BLOCK:

CURRENT NORMALS

PART TIME HOURS

GROSS PAY

SUPER DIFF

FOREIGN DIFF

RETENTION ALLOW

STAFF DIFF

AUO

LOCAL PAY

CSRS

FICA

HEALTH INSURANCE TAX

FEDERAL WITHHOLDING TAX

STATE WITHHOLDING TAX

PF1= HELPPF3= PREV SCREENPF5= MAIN MENU PF7= BACKWARD

PF8= FORWARDPF12= END

TOUR OF DUTY NORMALS - QPAY (PAGE 1)

92-05-19

COMMAND: _____NPPS10:59:48

NAO1587TOUR OF DUTY NORMALS - QPAY2 OF 3

SSN: _ _ _ _ _PAY BLOCK:

CURRENT NORMALS

CITY WITHHOLDING TAX

CIVILIAN SERVICE CREDIT

COUNTY WITHHOLDING TAX

FEGLI

FEHB

BOND DEDUCTION

CFC

UNION DUES

VOLUNTARY SAVINGS ALLOT

NEBA

FERS

CSRS MILITARY DEPOSIT

FERS MILITARY DEPOSIT

PF1= HELPPF3= PREV SCREENPF5= MAIN MENU PF7= BACKWARD

PF8= FORWARDPF12= END

TOUR OF DUTY NORMALS - QPAY (PAGE 2)

COMMAND: _____	NPPS	
NAO1587	TOUR OF DUTY NORMALS - QPAY	3 OF 3

SSN: ____ _	PAY BLOCK:	
CURRENT NORMALS		
TSP DEDUCTION		
TSP LOAN REPAYMENT ALLOT		
INDEBTEDNESS DUE U.S.		
BANKRUPTCY		
CHILD SUPPORT		
COMMERCIAL GARNISHMENTS		
COST OF LIVING ALLOWANCE		
ADVANCE PAY DED		
NET PAY		

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
PF8= FORWARD	PF12= END	PF7= BACKWARD

TOUR OF DUTY NORMALS - QPAY (PAGE 3)

Description and Execution

The Tour of Duty Normals (QPAY) template is used to retrieve and display the normal pay fields for a part-time employee. The employee's normals will be computed based on part-time hours.

Steps to Reach Tour of Duty Normals

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **52** - Tour of Duty Normals.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

4.2.1.3.3 Awards Control

COMMAND: _____		NPPS		92-03-30	
NAO1585		INDIVIDUAL AWARDS - QAWARD		11:07:00	

SSN	PAYBLK	FUNCT	PAY DATE	LAST NAME	FIRST NAME I
____	____	____	____	_____	_____
NOAC	GROSS	FED	OASDI	HIT	STATE CITY COUNTY NET AWD
TOTAL					

FUNCTIONS: N= NAME SEARCH		R= RETRIEVE			
PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU PF12= END	

AWARDS CONTROL (QAWARD)

Description and Execution

The Awards Control (QAWARD) template is used to retrieve and display the award fields for an individual employee.

Steps to Reach Awards Control

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **49** - Awards Control.

4.2.1.3.4 Pay Period YTD Adjustments

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 1 OF 17	

PAY BLOCK: ____	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
AUO			
AVAILABILITY PAY			
AWARD NET			
BASE			
BASE TRANS IN			
BOND REFUND			
CASH AWARDS			
CITY GROSS			
CITY GRS MTD			
CITY GRS QTD			
COLA			
COLA QTD			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 1)

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 2 OF 17	

PAY BLOCK: ____	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
CNTY GROSS			
CNTY GRS MTD			
CNTY GRS QTD			
EIC			
FERS			
FICA			
FICA QTD			
FICA TRANS IN			
FIRE FIGHTERS			
FOREIGN DIFF			
GROSS			
HAZARDOUS			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 2)

COMMAND: _____		NPPS	
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 3 OF 17		

PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
HIT			
HIT QTD			
LOCAL PAY			
LOCAL PAY TRANS IN			
LUMP SUM LV			
NET			
NIGHT DIFF			
OVERTIME			
PCS NOT SUBJ CITY TAX			
PCS CITY TAX			
PCS CITY MTD			
PCS CITY QTD			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 3)

COMMAND: _____		NPPS	
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 4 OF 17		

PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
PCS NOT SUB CNTY TAX			
PCS CNTY TAX			
PCS CNTY MTD			
PCS CNTY QTD			
PCS FICA			
PCS FICA QTD			
PCS HIT			
PCS HIT QTD			
PCS NOT SUBJ STATE TAX			
PCS STATE TAX			
PCS STATE MTD			
PCS STATE QTD			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 4)

COMMAND: _____		NPPS	
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 5 OF 17		

PAY BLOCK: ___			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
PCS NOT SUBJ FED TAX			
PCS FED TAX			
PCS FED TAX QTD			
RETENTION ALLOW			
STAFF DIFF			
STATE GROSS			
STATE GRS MTD			
STATE GRS QTD			
STAT CUT			
SUNDAY DIFF			
SUPER DIFF			
TAXABLE			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 5)

COMMAND: _____		NPPS	
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 6 OF 17		

PAY BLOCK: ___			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
TAXABLE MTD			
TAXABLE QTD			
TAXABLE CITY			
TAXABLE CITY MTD			
TAXABLE CITY QTD			
TAXABLE CNTY			
TAXABLE CNTY MTD			
TAXABLE CNTY QTD			
TAXABLE STATE			
TAXABLE STATE MTD			
TAXABLE STATE QTD			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 6)

COMMAND: _____		NPPS	
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 7 OF 17		

PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
TSP DEDUCTIONS:			
CY DED			
GOVT BASIC AMT DIST			
GOVT MATCH AMT DIST			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 7)

COMMAND: _____		NPPS	
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 8 OF 17		

PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
TSP DEDUCTIONS:			
TSP STATE DED YTD			
TSP STATE DED MTD			
TSP STATE DED QTD			
TSP CNTY DED YTD			
TSP CNTY DED MTD			
TSP CNTY DED QTD			
TSP CITY DED YTD			
TSP CITY DED MTD			
TSP CITY DED QTD			
TSP TRNS IN			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 8)

COMMAND: _____		NPPS	
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 9 OF 17		

PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
ADV PAY CUM			
ADV PAY YTD			
BANKRUPTCY			
BANKRUPTCY CUM			
BILL OF COLL			
BOND			
CFC			
CHILD SUP			
CHILD SUP CUM			
COM GARNISH			
COM GARNISH CUM			
CITY TAX			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 9)

COMMAND: _____		NPPS	
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 10 OF 17		

PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
CITY TAX MTD			
CITY TAX QTD			
CIV SVS CR PR			
CIV SVS CR			
CIV SVS CUM			
CIV SVS TRSF			
CIV SVS TRSF OUT			
CNTY TAX			
CNTY TAX MTD			
CNTY TAX QTD			
CSRS PRIOR			
CSRS			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 10)

COMMAND: _____		NPPS	
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 11 OF 17		

PAY BLOCK: ___			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
CSRS CUM TRANSFER			
CSRS GOVT			
CSRS TRNS OUT			
CSRS NASA CUM			
CSRS MIL DEP PRIOR			
CSRS MIL DEP			
CSRS MIL DEP CUM			
CSRS MIL DEP INT			
CSRS MIL DEP INT CUM			
CSRS MIL DEP TRANSFER			
CSRS MIL TR OUT			
FED TAX			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 11)

COMMAND: _____		NPPS	
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 12 OF 17		

PAY BLOCK: ___			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
FED TAX QTD			
FEGLI TOTAL			
FEGLI GOVT			
FEHB			
FEHB GOVT			
FERS PRIOR			
FERS - K FUND			
FERS - L FUND			
FERS - M FUND			
FERS - N FUND			
FERS TRNS IN			
FERS TRNS OUT			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 12)

COMMAND: _____		NPPS	
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 13 OF 17		

PAY BLOCK: ___			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
FERS GOVT CONT - K FUND			
FERS GOVT CONT - L FUND			
FERS GOVT CONT - M FUND			
FERS GOVT CONT - N FUND			
FERS MIL DEP PR			
FERS MIL DEP			
FERS MIL DEP CUM			
FERS MIL DEP INT			
FERS MIL DEP INT CUM			
FERS MIL DEP TRANSFER			
FERS MIL TR OUT			
FERS NASA CUM			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 13)

COMMAND: _____		NPPS	
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 14 OF 17		

PAY BLOCK: ___			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
FICA			
FICA QTD			
FICA GOVT			
FICA GOVT QTD			
FICA TRNS IN			
HIT			
HIT QTD			
HIT GOVT			
HIT GOVT QTD			
INDEBT			
INDEBT CUM			
MISC			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 14)

COMMAND: _____	NPPS		
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 15 OF 17		

PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
NEBA BASIC			
NEBA OPTIONAL			
NEBA SPOUSE			
NEBA TOTAL			
NEBA BASIC QTD			
NEBA OPT QTD			
NEBA SPOUSE QTD			
NEBA QTD TOT			
NEBA TRAVEL			
NEBA TRAVEL QTD			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 15)

COMMAND: _____	NPPS		
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 16 OF 17		

PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
PCS CITY TAX			
PCS CITY MTD			
PCS CITY QTD			
PCS CNTY TAX			
PCS CNTY MTD			
PCS CNTY QTD			
PCS FICA			
PCS FICA QTD			
PCS HIT			
PCS HIT QTD			
PCS STATE TAX			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 16)

COMMAND: _____		NPPS	
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 17 OF 17		

PAY BLOCK: ____	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
PCS STATE MTD			
PCS STATE QTD			
PCS FED TAX			
PCS FED TAX QTD			
STATE TAX			
STATE TAX MTD			
STATE TAX QTD			
TSP LOAN DED 1			
TSP LOAN DED 2			
UNION DUES			
VOLUNTARY ALLOT			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ (PAGE 17)

Description and Execution

The Pay Period YTD Adjustments (QYTDADJ) template is used to retrieve and display the changes in the old versus new totals for the pay period YTD, QTD, and MTD data for control and reconciliation purposes.

Steps to Reach Pay Period YTD Adjustments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **43** - Pay Period YTD Adjustments.

This template is composed of fifteen screens. You may move forward by pressing PF8 and backward by pressing PF7.

4.2.1.3.5 Payroll Register

COMMAND: _____		NPPS	
NAO1550	PAYROLL REGISTER - QREG		1 OF 3
PAY BLOCK: __ OR SSN: __ __ NAME: _____			
***** BASE TO GROSS ***** ***** NET TO GROSS *****			
ADD:		ADD: NET + DED	
BASIC PAY	NET EARN	FEHB	
OVERTIME	ADV PAY	FERS	
NITE DIF	BANKRUPTCY	FERS MIL	
HOL WKD	BONDS	FICA	
LUMP SUM	CFC	INDEBT US	
UNUS CT PD	CHILD SUPP	HIT	
SUN DIF	C GARNISH	MISC	
HAZARD	CIV SV CR	NEBA	
FOREN-DIF	CITY TAX	STATE TAX	
SUPER DIFF	COUNTY TAX	TSP	
RET ALLOW	CSRS	TSP LOAN	
STAFF DIFF	CSRS MIL	UNION	
*AUO	FED TAX	VOL ALLOT	
LOCAL PAY	FEGLI	SUB TOT	

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

PAYROLL REGISTER - QREG (PAGE 1)

COMMAND: _____		NPPS		92-06-09
NAO1550	PAYROLL REGISTER - QREG		2 OF 3	13:55:45
PAY BLOCK: __ OR SSN: __ __ NAME: _____				
***** BASE TO GROSS ***** ***** NET TO GROSS *****				
ADD: ADJUSTMENTS		LESS: REFUNDS/CREDIT		
(-)		(+)		
BASIC ADJ	BILL OF CO	BOND REF		
OT ADJ	CFC	CFC		
NITE ADJ	CITY TAX	CITY TAX		
HOL WKD AD	CIV SV CR	CIV SV CR		
HAZ ADJ	CNTY TAX	CNTY TAX		
FIR PR ADJ	COLA	COLA		
FOR DF ADJ	CSRS	CSRS		
SUP DF ADJ	EIC	EIC		
RET AL ADJ	FED TAX	FED TAX		
STF DF ADJ	FEGLI	FEGLI		
*AUO ADJ	FEHB	FEHB		
LOCAL ADJ	FERS	FERS		
	FICA	FICA		

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD	
PF8= FORWARD	PF9= NAME SEARCH	PF12= END		

PAYROLL REGISTER - QREG (PAGE 2)

COMMAND: _____		NPPS	92-03-30
NAO1550	PAYROLL REGISTER - QREG	3 OF 3	10:23:51
PAY BLOCK: _____	OR SSN: _____	NAME: _____	
***** BASE TO GROSS *****			
	ADD: ADJUSTMENTS	LESS: REFUNDS/CREDIT	
	(-)	(+)	
	HIT	HIT	
	ST TAX	ST TAX	
	TSP ADJ	TSP ADJ	
	TSP LOAN	TSP LOAN	
	UNION DUES	UNION DUES	
	ADV PAY	ADV PAY	
SUB TOT	SUB TOT	SUB TOT	
LESS:S CUT		LESS:	
		EIC AMT(+)	
		COLA (+)	
TOT ERN		TOT ERN	

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

PAYROLL REGISTER - QREG (PAGE 3)

Description and Execution

The Payroll Register (QREG) template is used to retrieve and display payroll register summary information for an individual employee, single payblock, or the entire center from base-to-gross pay and net-to-gross pay.

Steps to Reach Payroll Register

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **45** - Payroll Register Adjustments.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

Description of Data Processing and Output

To view the payroll totals for an individual, enter the individual's payblock and SSN in the fields provided at the top of the page and press **ENTER**. To view the totals for a single payblock, enter only the payblock number and press **ENTER**. To view the totals for the entire center, enter the number **99** in the payblock field and press **ENTER**.

* The label AUO will be replaced with AVAIL PAY if the employee is getting availability pay.

CPO Center

When Payroll Register screen is accessed using the CPO USER-ID, CPO User can retrieve and display payroll register summary information for an individual employee, single payblock, the Center, or NASA Agency using Pay Block 98.

4.2.1.3.6 Savings Allotment Summary

COMMAND: _____	NPPS
NAO1510	SAVINGS ALLOTMENT SUMMARY - QALLOT

CENTER: _____	
PRIOR-TOTAL:	
NEW-ACCOUNTS:	
CHANGE INCREASES:	
TOTAL INCREASES:	
SUB-TOTAL:	
CANCELLATIONS:	
CHANGE DECREASES:	
TOTAL DECREASES:	
OVERALL TOTAL DEDUCTIONS:	

PF1= HELP	PF3= PREV SCREEN PF5= MAIN MENU PF12= END

SAVINGS ALLOTMENT SUMMARY (QALLOT)

Description and Execution

The Savings Allotment Summary (QALLOT) template is used to retrieve and display a summary report that shows the current pay period changes to the allotment data for the entire center. This includes voluntary savings allotments and TSP loan repayment allotments.

Steps to Reach Savings Allotment Summary

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **41** - Savings Allotment Summary.

4.2.1.3.7 Bonds Control

```

*   SPECIFY PAYBLOCK AND/OR SSN

COMMAND: _____ NPPS
NA01540          BONDS CONTROL - QBOND 1
-----

PAYBLK:  _  OR  SSN:  _  _  _  (99 = CENTER)

***  EMPLOYEE  ***

# OF ACTIVE BONDS:      TOT DED AMOUNT:
# OF ROTATING OWNERS:  TOT DED THIS PP:      BONDS PURCHASED:

***  PAY BLOCK/CENTER  ***

# OF ACTIVE BONDS:      TOT DED AMOUNT:
# OF ROTATING OWNERS:  TOT DED THIS PP:      BONDS PURCHASED:

-----

PF1=  HELP          PF3=  PREV SCREEN      PF5=  MAIN MENU      PF12=  END

```

BONDS CONTROL (QBOND)**Description and Execution**

The Bonds Control (QBOND) template is used to retrieve and display information about active bonds deductions and bonds purchased during this pay period for an individual employee, single payblock, or the entire center.

Steps to Reach Bonds Control

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **4** - Bonds Control.

Description of Data Processing and Output

To view the bonds totals for an individual, enter the individual's payblock and SSN in the fields provided at the top of the page and press **ENTER**. To view the bonds totals for a single payblock, enter only the payblock number and press **ENTER**. To view the bonds totals for the entire center, enter the number **99** in the payblock field and press **ENTER**.

4.2.1.3.8 Personnel Data

```

*   SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1560          PERSONNEL DATA - PERSON
-----
SSN:  _ _ _ _ _   FUNC: R   NAME:  _ _ _ _ _ _ _ _ _ _
SCD LEAVE DATE:          NCC SUFFIX:
INSTALLATION EOD:        ADJ BASIC PAY:
BIRTH DATE:              OT RATE:
GRADE:      STEP:        LOCAL PAY:      AUO:
FLSA STS:    ORG LOCATED:  STAFF DIFF:    AVAIL:
ADJ BASIC HOURLY/DAILY:   SUPER DIFF RATE:
WORK SCHED CODE:         RET ALLOW RATE:
PART TIME HOURS:         ANN LV CATG:    ACCR RATE:
AL ACCR AVAIL:           RESTORED LV BAL:
SL ACCR AVAIL:           COMP TIME BAL:
LWOP WIG:      FEHB CONTR:  CREDIT HRS BAL:
RETIRE PLAN:   FEHB PLAN:   LWOP YTD:
FGLI PLAN:    FACIL CODE:   SCH ADJ BASIC PAY:
TENURE TYPE:  OCCUP CODE:   ORG ASSIGNED:
FTE LINE ITEM:  PAY TBL:    PAY PLAN:      POSITION TYPE:
-----
FUNCTIONS:      N= NAME SEARCH      R= RETRIEVE
PF1= HELP      PF3= PREV SCREEN    PF5= MAIN MENU    PF12= END

```

PERSONNEL DATA (PERSON)

Description and Execution

The Personnel Data (PERSON) template is used to retrieve and display personnel data (i.e., SF 50 information) regarding an individual employee.

Steps to Reach Personnel Data

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **46** - Personnel Data.

4.2.1.3.9 New Employee List

COMMAND: _____		NPPS		91-02-11	
NAO1570		NEW EMPLOYEE LIST - QNEW		15:50:39	

ADD CHAIN					FACIL
SEL	NAME	EOD DATE	SSN	PB	CODE
-			- -		
-			- -		
-			- -		
-			- -		
-			- -		
-			- -		
-			- -		
-			- -		
-			- -		
-			- -		
-			- -		

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD		
PF8= FORWARD	PF12= END				

NEW EMPLOYEE LIST (QNEW)**Description and Execution**

The New Employee List (QNEW) template is used to retrieve and display a list of new employees.

Steps to Reach New Employee List

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **47** - New Employee List.

Description of Data Processing and Output

Using this list, you may select an employee and initiate the add chain (a group of payroll actions linked together so all the necessary information about a new employee may be added at one time). To initiate an add chain for a new employee, select the employee by entering **X** in the blank to the left of the employee's name and pressing **ENTER**. This automatically retrieves the Employee T&A Distribution template, which displays the

information entered by personnel, such as service basis and retirement plan. At this template, entry of the additional information necessary to calculate the employee's pay is required. As long as the function remains "A" for add, you will continue through the add chain until it is completed. The system then returns you to the New Employee List.

4.2.1.3.10 Terminated Employee List

COMMAND: _____		NPPS		91-02-11	
NAO1580		TERMINATED EMPLOYEE LIST - QTERM		15:51:36	

PAYBLOCK: ____		FACILITY		TERMINATION	
LUMP	SUM	NAME	CODE	DATE	REASON
LV	SEL				SSN
-					- -
-					- -
-					- -
-					- -
-					- -
-					- -
-					- -
-					- -
-					- -
-					- -
-					- -
-					- -
-					- -

PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU	
PF8= FORWARD		PF12= END		PF7= BACKWARD	

TERMINATED EMPLOYEE LIST (QTERM)**Description and Execution**

The Terminated Employee List (QTERM) template is used to retrieve and display a list of employees terminating in the current pay period (Duty Status = "Z" and Reactivation Indicator = 0) for a single payblock. Using this list, you may select an employee in order to view the lump sum calculations.

Steps to Reach Terminated Employee List

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **48** - Terminated Employee List.

Description of Data Processing and Output

To view the lump sum calculations for a terminated employee, select the employee by entering **X** in the Lump Sum Leave Selection field located to the left of each individual's name and pressing **ENTER**. You will automatically move to the Lump Sum Leave/Reactivations template.

4.2.1.3.11 Pay Period History Query

COMMAND: _____		NPPS	
NAO1590		PAY PERIOD HISTORY QUERY - QHISTPP	

LAST NAME		FIRST NAME	
_____		_____	
(TYPE NAME AND HIT ENTER FOR NAME SEARCH)			
1. SUMMARY, ENTER:		PP ____	PAY DATE YEAR ____
(QHISTORY)		SSN ____	____
2. DETAIL, ENTER:		PP ____	PAY DATE YEAR ____
		SSN ____	____
		MER SCREEN _____	
		(COMMAND)	

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF12= END

PAY PERIOD HISTORY QUERY (QHISTPP)**Description and Execution**

The Pay Period History Query (QHISTPP) template is used to retrieve and display an employee's historical summary for a specified pay period and year. This template is also used to retrieve and display a detailed employee history via a MER template. The authorized payroll professional may identify a specific MER template by entering the abbreviated name of the template to be retrieved.

Steps to Reach Pay Period History Query

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **51** - Pay Period History Query.

4.2.1.3.12 Pay Period History

COMMAND: _____		NPPS	
NAO1591	PAY PERIOD HISTORY1 - QHIST1		1 OF 5

SSN: ____	LAST NAME: _____	FIRST NM: _____	I: _
PP: ____	PAY DATE YEAR: ____ (TYPE NAME AND HIT ENTER FOR NAME SEARCH)		
ADV PAY DED:	CFC:	COLA:	
ADV PAY ADJ:	CFC ADJ:	COLA ADJ:	
AUO:	CHILD SUPP:	CSRS:	
AUO ADJ:	C GARNISH:	CUR ADJ:	
AVAIL PAY:	CITY TAX:	FRMR ADJ:	
AVAIL ADJ:	CTTX ADJ:	CSRS MIL:	
BANKRUPTTCY:	FRMR ADJ:	DUE U.S.:	
BASE PAY:	CIV SV CR:	EIC.:	
BASE ADJ:	CIV ADJ:	EIC ADJ:	
BILL OF COL:	CNTY TAX:	FED TAXES:	
BOND:	CNTY ADJ:	FEDTX ADJ:	
BOND REFND:	RETIREMENT PLAN:	FEHB:	
ADJ BASIC HR:	PAID FLSA:	FEGLI:	

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

PAY PERIOD HISTORY1 (QHIST1)

COMMAND: _____		NPPS		92-06-01
NAO1591	PAY PERIOD HISTORY2 - QHIST2		2 OF 5	08:50:57

SSN: _____	LAST NAME: _____	FIRST NM: _____	I: _____	
PP: _____	PAY DATE YEAR: _____			
FEGLI:	GROSS PAY:	LOCAL PAY:		
FEGLI ADJ:	FF PREM ADJ:	LOCAL ADJ:		
FEHB:	FOR DIF ADJ:	LUMP LEAVE:		
CUR ADJ:	HAZARD ADJ:	LUMP ADJ:		
FRMR ADJ:	HOL WK ADJ:	MISC DED:		
FERS:	NT DIFF ADJ:	NEBA:		
CUR ADJ:	OT ADJ:	NET PAY:		
FRMR ADJ:	SUN DIF ADJ:	NITE DIFF:		
FERS MIL:	HAZ DUTY:	OVERTIME:		
FICA:	HIT:	UNUSE CT P:		
FICA ADJ:	HIT ADJ:	PCS EARN:		
FOR DIFF:	HOLD WKED:			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD	
PF8= FORWARD	PF12= END			

PAY PERIOD HISTORY2 (QHIST2)

92-05-27
16:23:15

COMMAND: _____ NPPS
NAO1591 PAY PERIOD HISTORY3 - QHIST3 3 OF 5

SSN: LAST NAME: FIRST NM: I:
PP: PAY DATE YEAR:

RET ALLOW: TSP DED:
RET ADJ: TSP ADJ:
STAFF DIFF: TSP LOAN:
STAFF ADJ: LOAN1 ADJ:
STAT CUT: LOAN2 ADJ:
STATE TAX: UNION:
STTX ADJ: UNION ADJ:
FRMR ADJ: VOL ALLOT:
SUN DIFF:
SUPER DIFF:
SUPER ADJ:

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD
PF8= FORWARD PF12= END

PAY PERIOD HISTORY3 (QHIST3)

COMMAND: _____ NPPS
NAO1591 PAY PERIOD HISTORY4 - QHIST4 4 OF 5

SSN: LAST NAME: FIRST NM: I:
PP: LEAVE PER: PAY DATE YEAR:

*** ANNUAL LEAVE *** *** SICK LEAVE ***

PYCO CUR YTD PYCO CUR YTD

EARN: EARN:
USED: USED:
RIC: RIC:
BAL: BAL:

AL BAL: SL BAL:

LWOP CURR: LWOP 80 HR: RL PYCO: RL USED:
LWOP YTD: LWOP WIG: RL REST: RL BAL:

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD
PF8= FORWARD PF12= END

PAY PERIOD HISTORY4 (QHIST4)

COMMAND: _____		NPPS	
NAO1591	PAY PERIOD HISTORY5 - QHIST5	5 OF 5	

SSN:	LAST NAME:	FIRST NM:	I:
PP:	PAY DATE YEAR:		
BASE HOURS:			
OVERTIME HOURS:			
NITE DIFF HOURS:			
HAZARDOUS HOURS:			
HOLIDAY WORKED:			
SUNDAY HOURS:			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

PAY PERIOD HISTORY5 (QHIST5)

Description and Execution

The Pay Period History (QHIST1-5) template is used to retrieve and display a complete employee history for a specified pay period and year. The items are grouped into categories, such as leave hours, and then listed in alphabetical order.

Steps to Reach Pay Period History

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **52** - Pay Period History.

This template is composed of five screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

4.2.1.4 Administrative

NPPS provides the capability to establish and maintain various administrative employee data. In addition, NPPS provides the capability to process a large group of actions for the same transaction at one time. This capability is referred to as mass transaction processing. Administrative actions include the following.

- Employee T&A Distribution
- Employee Mailing Address and Net Pay
- Spousal Health Benefits
- Payroll Suspense Maintenance Query
- CFC Deductions Mass
- T&A Distribution Mass
- New Payblock Mass Update
- Donate Leave Mass
- Global Transactions, Financial Institution
- Global Transactions, T&A Distribution Code

4.2.1.4.1 Employee T&A Distribution

COMMAND: _____		NPPS		91-09-09	
NAO1110		EMPLOYEE T & A DISTRIBUTION - TADIST		13:41:24	

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
__ _	__	__	_____	_____	__
TA DISTRIBUTION CODE: _____			CHANGE TO NEW PAYBLOCK: ____		
TOUR OF DUTY SHIFT: FR ____			(EFFECTIVE NEXT PAY PERIOD)		
TO ____					
TOUR TYPE: ____			NEW EMPLOYEE ASSIGNED PAYBLOCK: ____		
COMPRESSED WORK WEEK (/Y) ____			(EFFECTIVE THIS PAY PERIOD)		
WEEKLY UNCOMMON TOUR HOURS: _____					
ORG ASSIGNED:		INSTALL EOD:		RETIREMENT PLAN:	
DUTY STATUS:		ORG LOCATED:		FACILITY CODE:	
SCD LEAVE:		DUTY STATION:		JOB SERIES:	
		FTE LINE ITEM:			

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND					
PF1= HELP		PF3= PREV SCREEN		PF4= QNORM	
PF9= QREG		PF12= END		PF5= MAIN MENU	

EMPLOYEE T&A DISTRIBUTION (TADIST)**Description and Execution**

The Employee T&A Distribution (TADIST) template is used to display and update an employee's T&A distribution code and tour of duty information.

Steps to Reach Employee T&A Distribution

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **53** - Employee T&A Distribution.

Description of Data Processing and Output

Values which may be entered or changed are T&A Distribution Code, Change to New Payblock, Tour of Duty Shift, and Tour Type. The remaining fields located on the bottom third of the screen are for display only. Information in these fields was entered by personnel at the time the individual was hired.

This is the first action in the New Employee Add Chain. To begin an add chain, enter **A** in the Func field. You may also begin an add chain from the New Employee List.

4.2.1.4.2 Employee Mailing Address and Net Pay

COMMAND: _____		NPPS	
NAO1120 EMPLOYEE MAILING ADDRESS AND NET PAY DISPOSITION - ADDR			

SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
____	____	____	____
MAILING ADDRESS: _____			
CITY: _____ STATE: ____ ZIP: ____ - ____			
NET-VIA-EFT:			
FINANCIAL INST ROUTING NBR: _____			
ACCOUNT NUMBER: _____ ACCOUNT TYPE: ____			
FIN. INST. NAME:			
ADDRESS FIN:			
CITY: _____ STATE: ____ ZIP: ____			
ADDRESS CHECK: _____ OFFICE CHECK: ____			
(Y OR BLANK)			
CITY: _____ STATE: ____ ZIP: ____ - ____			

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END_			

EMPLOYEE MAILING ADDRESS AND NET PAY (ADDR)**Description and Execution**

The Employee Mailing Address and Net Pay Disposition (ADDR) template is used to display and update an employee's mailing address as well as specify the disposition of an employee's net pay. When completing this template, either Net-via-EFT or Check Address must be specified (you may not specify both). Since the Mailing Address field will be used for general mail-outs, such as the Leave and Earnings Statements, it should be provided for all employees. For check disposition, the Net-via-EFT field or Address Check field should be completed.

User Inputs

You must enter either the employee's Net-via-EFT data or Check Address. The Office Check field is used to instruct the Treasury to send the check to the installation "Designated Agent."

Steps to Reach Employee Mailing Address and Net Pay

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **54** - Employee Mailing Address and Net Pay.

4.2.1.4.3 Spousal Health Benefits

```

*** SSN/PAY PERIOD COMBINATION NOT FOUND

COMMAND: _____ NPPS
NAO1238          SPOUSAL HEALTH BENEFITS - SPFEHB          1
-----

      SSN      PAY PERIOD  FUNC      LAST NAME      FIRST NAME  I
      _____  _____  R      _____  _____  -

TOTAL NUMBER SPOUSAL HEALTH BENEFITS RECORDS ON FILE:

FEHB PLAN CODE:  _____

FEHB CASH PAYMENT: _____

DATE OF DATA ENTRY:

REMARKS: _____

PRESS ENTER TO GET NEXT SSN
-----
FUNCTIONS:      A= ADD      C= CHANGE      D= DELETE      R= RETRIEVE
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU  PF12= END

```

SPOUSAL HEALTH BENEFITS (SPFEHB)

Description and Execution

The Spousal Health Benefits (SPFEHB) template is used to set up and maintain information regarding the spousal health benefits elected by an employee's ex-spouse. The employee's record does not reflect that a spousal health benefit is being paid. The ex-spouse's SSN establishes a separate record, and payment data only appears on the SF 1166 and SF 2812.

Steps to Reach Spousal Health Benefits

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **55** - Spousal Health Benefits.

4.2.1.4.4 Payroll Suspense Maintenance Query

COMMAND: _____		NPPS	
NAO1600	PAYROLL SUSPENSE MAINTENANCE QUERY - SQUERY		1

LIST ACTION FOR EMPLOYEE:			
SSN	LAST NAME	FIRST NAME	
____	_____	_____	
(TYPE NAME AND HIT ENTER FOR NAME SEARCH)			
SELECT ONE OF THE FOLLOWING:			
LIST ACTIONS ON OR BEFORE EFFECTIVE DATE: _____			
(PP FIRST DAY)			
LIST ACTIONS FOR TRANSACTION TYPE: _____			
LIST ACTIONS FOR CLERK ID: _____			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF12= END

PAYROLL SUSPENSE MAINTENANCE QUERY (SQUERY)**Description and Execution**

The Payroll Suspense Maintenance Query (SQUERY) template is used to select a method to display the suspended payroll information for an individual employee or group of employees. Information may be requested via one of three methods: (1) a list of actions on or before a given effective date, (2) a list of actions for a specified transaction type, or (3) a list of actions entered by a given clerk as referenced by the clerk's ID. After the method is chosen, NPPS displays the listings using either the List Actions for Employee (SEMP) template or the List Actions on Suspense (SACT) template.

User Input

You may place actions on suspense until the pay period for which they apply. During initialization, NPPS searches the actions on the Payroll Suspense file and selects the actions with the pay period beginning date of the current pay period. It then applies these actions as updates to the appropriate master employee records.

```

*      NO SUSPENSE TO DISPLAY FOR SELECTION CRITERIA

COMMAND: _____ NPPS
NAO1610                LIST ACTIONS FOR EMPLOYEE - SEMP                                1
-----

      SSN                PAY BLK                LAST NAME                FIRST NAME      I
      - -

SEL                DELETE    EFF DATE                TRANSACTION        CLERK        ERROR
                        (PP FIRSTDAY)                TYPE                ID                FLAG

      -                -                _____                _____                _____
      -                -                _____                _____                _____
      -                -                _____                _____                _____
      -                -                _____                _____                _____
      -                -                _____                _____                _____
      -                -                _____                _____                _____
      -                -                _____                _____                _____
      -                -                _____                _____                _____
      -                -                _____                _____                _____
      -                -                _____                _____                _____

-----

PF1=  HELP                PF3=  PREV SCREEN                PF5=  MAIN MENU                PF7=  BACKWARD
PF8=  FORWARD                PF12= END

```

LIST ACTIONS FOR EMPLOYEE (SEMP)

```

* PLEASE ENTER SELECTION CRITERIA
                                                    91-10-28
COMMAND: _____ NPPS                               12:58:53
NAO1620                LIST ACTIONS ON SUSPENSE - SACT                1
-----
SELECT ONE: EFF DATE: _____ TRANS TYPE: _____ CLERK ID: _____
SEL          SSN          DELETE    EFF. DATE    TRANSACTION    CLERK          SEQ    ERROR
                                (PP FIRST DAY)    TYPE          ID          NO    FLAG
-
-
-
-
-
-
-
-
-
-
-----
PF1=  HELP          PF3=  PREV SCREEN    PF5=  MAIN MENU    PF7=  BACKWARD
PF8=  FORWARD      PF12= END

```

LIST ACTIONS ON SUSPENSE (SACT)

After entering the information for an action on the appropriate template, you may place the action on suspense by typing **S** in the FUNC field and pressing **ENTER**. NPPS displays a pop-up menu which prompts you for the Effective Date of the action you want to place on suspense, as illustrated on the following screen. Enter the beginning date of the pay period for which the action applies and press **ENTER**. NPPS places the action on suspense and selects it to be matured during the initialization process of the designated future pay period.

COMMAND: _____		NPPS	
NAO1241	FEDERAL AND STATE TAXES - FTAX		10

SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
269 00 0000	01	S	SMITH BETTY A
*** FEDERAL TAXES ***			
MARITAL STATUS (M,S): S		_____	
EIC MARITAL CODE: _____		: _____	
(1=EMPLOYEE ONLY, 2=EMPLOYEE)			
STATE CODE: _____		MARIT _____	
ADD EXEMPTS: _____		FILIN _____	
ALTERNATE AMT: _____		DEPEN _____	
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> ENTER THE EFFECTIVE DATE: 01011990 (P P FIRST DAY - MMDDYYYY) OR ENTER PF3 TO ESCAPE </div>			
FILING STATUS (DC ONLY) - J=JOINTLY, S=SEPARATELY; ALT % (AZ & MD ONLY)			
ALT AMT (NC ONLY); DEPENDENT OF ANOTHER (AL ONLY); WORKING SPOUSE (MS ONLY)			

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF3= PREV SCREEN PF4= QNORM PF5= MAIN MENU			
PF9= QREG PF12= END			

SUSPENDED ACTION

Steps to Reach Payroll Suspense Maintenance Query

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **56** - Payroll Suspense Maintenance Query.

4.2.1.4.5 CFC Mass Deductions

* SPECIFY SSN'S FOR MASS CHANGES

COMMAND: _____

NPPS

NAO1710

CFC DEDUCTIONS MASS - MASSCFC

1 OF 10

FUNCTION: R

SSN	EMPLOYEE NAME	CFC ORG	DED AMOUNT	STATUS
____	_____	_____	_____	
____	_____	_____	_____	
____	_____	_____	_____	
____	_____	_____	_____	
____	_____	_____	_____	
____	_____	_____	_____	
____	_____	_____	_____	
____	_____	_____	_____	
____	_____	_____	_____	

FUNCTIONS:

C= CHANGE

R= RETRIEVE

S= SUSPEND

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

CFC DEDUCTIONS MASS (MASSCFC)

Description and Execution

The CFC Deductions Mass (MASSCFC) template is used to input CFC deductions for up to 10 employees.

Steps to Reach CFC Deductions

- At the Main Menu, select **2** - Payroll.
- At the Payroll Main Menu, select **2** - MER.
- At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
- At the Master Selection MER Menu, select **57** - CFC Deduction Mass.

```
* SPECIFY SSN'S FOR MASS CHANGES
```

```
COMMAND: _____ NPPS 1 OF 10  
NAO1720 TIME AND ATTENDANCE DISTRIBUTION MASS - MASSTA  
-----  
FUNCTION: R
```

SSN	EMPLOYEE NAME	T&A DISTRIBUTION CODE	STATUS
____	_____	_____	
____	_____	_____	
____	_____	_____	
____	_____	_____	
____	_____	_____	
____	_____	_____	
____	_____	_____	
____	_____	_____	
____	_____	_____	

```
-----  
FUNCTIONS: C= CHANGE R= RETRIEVE S= SUSPEND  
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END
```

Description and Execution

Steps to Reach T&A Distribution Mass

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **58** - T&A Distribution Mass.

4.2.1.4.7 New Payblock Mass Update

```

* SPECIFY SSN'S FOR MASS CHANGES

COMMAND: _____ NPPS
NAO1725          NEW PAYBLOCK MASS UPDATE - MASSBLK    1 OF 10
-----
FUNCTION:  R

      SSN      EMPLOYEE NAME      CURRENT      NEXT
      SSN      EMPLOYEE NAME      PAYBLOCK     PP      STATUS
      SSN      EMPLOYEE NAME      ASSIGNED     PAYBLOCK

____ _
____ _
____ _
____ _
____ _
____ _
____ _
____ _
____ _
____ _

-----
FUNCTIONS:      C= CHANGE      R= RETRIEVE      S= SUSPEND
PF1=  HELP      PF3=  PREV SCREEN  PF5=  MAIN MENU  PF12= END

```

NEW PAYBLOCK MASS UPDATE (MASSBLK)**Description and Execution**

The New Payblock Mass Update (MASSBLK) template is used to change payblocks on a large scale (i.e., up to 10 transactions at one time).

Steps to Reach New Payblock Mass Update

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **59** - New Payblock Mass Update.

4.2.1.4.8 Mass Donated Leave

```

*   SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1740 _____ DONATED LEAVE MASS - MASDONOR PAGE 1
-----
RECIPIENT SSN  PAYBLK  FUNC      LAST NAME      FIRST NAME  I
_____
R
INITIALIZE _ (Y OR BLANK)
RESTORED LV _ (MARK 'X' TO RETRIEVE & PROCESS RESTLV DATA ONLY)
DONOR..... DONATED  DONATED  CUM  DONOR.....
SSN          HOURS   RETURNED  DONATED  NAME OR COMMENT  GR  ST  RATE
____
____
____
____
____
____
____
____
____
____
-----
FUNCTIONS:  C= CHANGE      N= NAME SEARCH      R= RETRIEVE      S= SUSPEND
PF1= HELP  PF3= PREV  PF5= MAIN  PF7= BACKWARD  PF8= FORWARD  PF12= END

```

DONATED LEAVE MASS (MASDONOR)**Description and Execution**

The Donated Leave Mass (MASDONOR) template is used to record employees' donations of earned annual leave and restored leave to another employee and returns of unused donated leave to donors. Using this template, up to 300 donated leave transactions may be recorded at one time. The template may be used to record donations or returns in one transaction (up to 300 entries before **ENTER**), but not both. The Cum Donated field will display the total number of leave hours donated to the recipient and not returned to the donor. The template will retrieve the donors previously entered, displaying their name, grade and step, and hourly rate. If a donor is not assigned to the same installation as the recipient, an informative message will appear in the Name and other fields. Donors may be eliminated by spacing out the displayed information when Cum Donated = 0 or when the recipient's Donated Balance = 0. In addition, if "Y" is entered in the Initialize field, all donor data on the screen will be blanked out during the initialization process. After the transaction is processed, an informative message will be returned that will contain the total hours donated or returned that were entered in the MASDONOR transaction, and the hours donated/returned fields on the template will be returned to blank. When restored leave hours are to be donated or returned, the RESTORED LV field must contain an 'X.' This provides the capability to separately account for the employees donating both types of leave.

Steps to Reach Donated Leave Mass

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **60** - Donated Leave Mass.

4.2.1.4.9 Global Transactions, Financial Institution

COMMAND: _____	NPPS	
NAO1730	GLOBAL TRANSACTIONS, FINANCIAL INST - GLOBFIN	1

FUNCTION: R		
FINANCIAL INSTITUTION ROUTING NUMBER		
FROM: _____ TO: _____		
NAME FROM:		
NAME TO:		
NUMBER OF EMPLOYEES AFFECTED:		

FUNCTIONS:	C= CHANGE	R= RETRIEVE
		S= SUSPEND
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
		PF12= END

GLOBAL TRANSACTIONS, FINANCIAL INSTITUTION (GLOBFIN)**Description and Execution**

The Global Transactions, Financial Institution (GLOBFIN) template is used to change the name and routing number of a financial institution. This change will be enacted for all employees who have elected to send voluntary allotments or net pay distributions to this financial institution.

Steps to Reach Global Transactions, Financial Inst

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **61** - Global Transactions, Financial Institution.

4.2.1.4.10 Global Transactions, T&A Distribution Code

COMMAND: _____	NPPS	
NAO1735	GLOBAL TRANSACTIONS, TA DIST CODE - GLOBTA	1

FUNCTION: R		
T&A DISTRIBUTION CODE		
FROM: _____	TO: _____	
NUMBER OF EMPLOYEES AFFECTED:		

FUNCTIONS:	C= CHANGE	R= RETRIEVE
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
		S= SUSPEND
		PF12= END

GLOBAL TRANSACTIONS, T&A DISTRIBUTION CODE (GLOBTA)**Description and Execution**

The Global Transactions, T&A Distribution Code (GLOBTA) template is used to change a T&A distribution code. The records of all employees who are assigned this distribution code will be updated with the new distribution code.

Steps to Reach Global Transactions, T&A Distribution Code

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **62** - Global Transactions, T&A Distribution Code.

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4.2.1.4.11Mass Awards Processing

COMMAND: _____ NPPS

NAO1750 MASS AWARD PROCESSING - MASSAWD

BLK: ____ FUNCTION: ____

SEL	SSN	EMPL NAME	NOAC	EFF DATE	AWD AMT
-	-	-			
-	-	-			
-	-	-			
-	-	-			
-	-	-			
-	-	-			
-	-	-			
-	-	-			
-	-	-			
-	-	-			

FUNCTIONS: C= CHANGE R= RETRIEVE

SEL: Y= CHECK B= NET PAY BLANK= NO CHECK

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD

PF8= FORWARD PF12= END_

MASS AWARDS PROCESSING MENU (MASSAWD)

Description and Execution

The Mass Awards Processing (MASSAWD) template is used to update the local check designated agent field. All employees receiving an award amount are selected for update by pay block. The SEL field can have a value of "Y" or "B." A value of "Y" indicates that the award is to be paid locally and a separate check is to be issued. A value of "B" indicates that the award should be included in the employee's Net Pay and no separate check should be issued.

Steps to Reach Mass Awards Processing

- 1. At the Main Menu, select2 - Payroll.
- 2. At the Payroll Main Menu, select2 - MER.
- 3. At the Master Employee Reord Data Entry Menu, select1 - Master Selection MER Menu.
- 4. At the Master Selection MER Menu, select63 - Mass Awards Processing.

```

COMMAND: _____ NPPS
NAO1760      MASS EXTENDED COMPENSATORY TIME - MASEXTCT      PAGE 1
-----
      SSN      PAYBLK FUNC  EXT DATE      LAST NAME      FIRST NAME  I
      _ _ _ _ _      R      _ _ _ _ _      _ _ _ _ _      _ _ _ _ _  _
-----
UPD ST EXTENDED  ORIGINAL EXTENDED.....      CUM      CUM
SEL CD THRU DATE FRFTD DTE  YEARPP  EARN DTE  RATE  HOURS  USED  FRFTD
-
-
-
-
-
-
-
-
-
-
-----
FUNCTION:      C= CHANGE      N= NAME SEARCH      R= RETRIEVE
PF1=  HELP      PF3=  PREV SCREEN      PF5=  MAIN MENU
PF7=  BACKWARD   PF8=  FORWARD      PF12=  END

```

Description and Execution

All extended/forfeited CT records, up to a total of 99 records, will be displayed. If a non-blank character is placed in one, and only one, UPD SEL field on the left side of the line that represents one extended/forfeited CT record, the EXTCT screen will be automatically displayed with the information from the record selected available for modification. Changing extended/forfeited CT information will not be permitted if the employee whose data is being displayed by EXTCT has a "good" T&A update status.

If a Function "C" is entered with an EXT DTE (extended through date), all extended/forfeited CT records with a non-blank character in the UPD SEL field will automatically be extended through the date entered.

Steps to Reach Mass Extended Compensatory Time

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **64** - Mass Extended Compensatory Time.

4.2.2 Pay Computations (T&A and Vouchering)

```

COMMAND: _____ N P P S
NAO0000          PAYROLL MAIN MENU - MMPAY
-----
                CENTER ID:      NPPS VERSION:

        ENTER ONE OF THE FOLLOWING SELECTIONS: _

                1 - TIME & ATTENDANCE

                2 - MER

                3 - TABLE PROCESSING

                4 - VOUCHERING

                5 - NON-PERSONNEL ACTION CASH AWARDS

-----
PF1=  HELP          PF5=  MAIN MENU          PF12=  END

```

PAYROLL MAIN MENU (MMPAY)

Description and Execution

Payroll computations include T&A and Payroll Vouchering operations accessed through the Payroll Main Menu (MMPAY). NPPS computes leave and pay based on the T&A data and payroll actions that affect the current pay period earnings, deductions, or leaves balances.

Steps to Reach Time and Attendance

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **1** - Time and Attendance.

Steps to Reach Vouchering

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.

Throughout the Payroll Computation section, special sets of function and PF keys are available to you. Though not every function and PF key appears on all screens, the following complete set is provided so that you may become familiar with them.

Use of Functions

C=Change Allows you to change information about an existing employee.

N=Name Search Allows you to enter an employee's name or partial name and retrieve the SSN. If more than one employee satisfies the name search, a listing of all employees with that name will be displayed on the screen. You may then select the specified employee, and NPPS will enter the SSN on the screen so that you may continue as if you had entered the SSN directly.

S=Split Shift Allows you to indicate that an employee has worked a split shift during the T&A processing.

H=Hundred Totals Allows you to view the totals for a group of one hundred employees within the same payblock.

B=Block Totals Allows you to view the totals for an entire payblock.

Use of PF Keys

The four standard PF keys which appear on most menus and templates are PF1=Help, PF3=Previous Screen, PF5=Main Menu, and PF12=End. Two additional keys, PF7=Backward and PF8=Forward, allow you to move between the pages of a template composed of more than one screen.

The PF2=More Messages may be used to view additional messages during the T&A Edit process. This feature is provided because NPPS may not be able to display all messages on the same screen.

4.2.2.1 Time and Attendance Main Menu

COMMAND: _____	N P P S	
NAO3000	T&A MAIN MENU - TAMEN	2

ENTER ONE OF THE FOLLOWING SELECTIONS: _		
1 - T&A EDIT		
2 - T&A REPORTED HOURS		
3 - PAYROLL REGISTER		

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU PF12= END

T&A MAIN MENU (TAMEN)

Description and Execution

The T&A Main Menu (TAMEN) is used to access the T&A Edit section of payroll computation, illustrated in Figure 4.2.2.1-1, T&A Processing. In addition, this menu is used to view the T&A Reported Hours and the Payroll Register.

Steps to Reach T&A Main Menu

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **1** - Time and Attendance.

Description of Data Processing Results and Output

The results of the T&A processing are as follows.

- Employee record updates of T&A reported hours.
- T&A reported hours control.
- Biweekly totals of reported hours for each employee and payblock.
- Error and information messages from T&A online data entry.

4.2.2.1.1 T&A Edit

```

* SPECIFY NEW PAYBLOCK AND SELECTION, OR USE PF KEYS
                                     93-01-26
COMMAND: _____ NPPS - OFFICIAL PAY RECORD - TAEDIT          3 10:55:59
NAO3100 -----
FUNCTION _ SEL _   PAYBLOCK _ SSN _ _ EMP#          CMPSRD WEEK(Y/ ) _
LAST NAME _____ FIRST _____ MI _   DATE
      REG   OT   ND   CTE   HOL   SD   HD          CD  OTH  CD  OTH
WEEK1 _____
SH: _   AL   SL   CTU   LWOP   SUSP   AWOL   HOL   RST  _ _ _ _ _
      REG   OT   ND   CTE   HOL   SD   HD          CD  OTH  CD  OTH
WEEK2 _____
SH: _   AL   SL   CTU   LWOP   SUSP   AWOL   HOL   RST  _ _ _ _ _
      _____ LAST SHIFT WRKD _
***** BIWEEKLY TOTALS *****
WORK _____ FACILITY CODE:
LEAVE _____
OTHER- J _____ M _____ A _____ G _____ E _____ C _____ T _____
LEAVE I _____ H _____ Y _____ D _____ Z _____ R _____

-----
FUNCTION: B= BLOCK TOT  C= CHANGE  H= HUNDRED TOT  N= NAME SRCH  S= SPLIT SHIFT
PF1=  HELP  PF2= MORE MESSAGES  PF3= PREV SCREEN  PF5= MAIN MENU  PF12= END

```

NPPS - OFFICIAL PAY RECORD (TAEDIT)**Description and Execution**

The NPPS - Official Pay Record (TAEDIT) template is used to enter an employee's T&A data online and to correct T&A transactions which NPPS marked as being in error when the T&A batch process was run. NPPS marks T&A transactions which are in error after running validity tests for hours worked, leave hours, and other totals.

T&A is the only source of current hours from which NPPS computes earnings. The T&A transaction must pass field edits and be validated. NPPS can process a maximum of three shifts in the same week. In addition, NPPS automatically creates T&A transactions for those employees who are on LWOP status in the current pay period during the T&A batch process.

For employees working uncommon tours (firefighters, etc.), all hours worked, including overtime, must be entered into the Regular Hours field of the TAEDIT template. The Overtime Hours field must contain only the overtime hours in excess of eight per day (also included in the Regular Hours entry).

Steps to Reach T&A Edit

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **1** - Time and Attendance.
3. At the T&A Main Menu, select **1** - T&A Edit.

The first two lines below the template title provide information about the employee such as name, SSN, and payblock. The next four lines provide information about the two weeks which compose each pay period. The types of hours, both earned and used, are shown for each week. Also, a space is provided in which the employee's shift code for each week is entered/displayed. This space is labeled SH for shift worked. The abbreviated names for the types of hours earned and worked are as follows.

- Regular (REG)
- Overtime (OT)
- Night Differential (ND)
- Compensatory Time Earned (CTE)
- Holiday Leave Used (HOL)
- Sunday Differential (SD)
- Hazard Duty (HD)
- Annual Leave (AL)
- Sick Leave (SL)
- Compensatory Time Used (CTU)
- Leave Without Pay (LWOP)
- Suspension (SUSP)
- Absent Without Leave (AWOL)
- Restored Leave (RST)

The last section of the TAEDIT template displays the biweekly totals. The other Leave categories and their abbreviated names are as follows.

- J - Jury
- M - Military
- A - Administrative
- G - Graduate
- E - Excused
- C - Court
- I - COP
- H - Home Leave
- Y - Credit Hours Earned
- D - Credit Hours Used
- Z - Religious Comp Time Earned
- R - Religious Comp Time Used
- T - Time-Off

4.2.2.1.2 T&A Reported Hours

COMMAND: _____		NPPS	
NAO3200		T & A REPORTED HOURS - QTAR -	
FUNCTION: _	PAY BLOCK _	SSN _ _ _	THRU
T & A'S PRESENT:		ERRORS:	MISSING: REACTIVATIONS:
REGULAR:		OTHER LEAVE:	
OVERTIME:		A - ADMINISTRATIVE:	
NIGHT DIFF:		C - COURT:	
COMP EARNED:		D - CREDIT USED:	
HOLIDAY WORKED:		E - EXCUSED:	
SUNDAY DIFF:		G - GRADUATE:	
HAZARD DUTY:		H - HOME LEAVE:	
ANNUAL LEAVE:		I - COP:	
SICK LEAVE:		J - JURY:	
COMP TAKEN:		M - MILITARY:	
LWOP:		R - REL CT USED:	
SUSPENSION:		T - TIME OFF AWARD:	
AWOL:		Y - CREDIT EARNED:	
HOLIDAY:		Z - REL CT EARNED:	
RESTORED LEAVE:			
FUNCTION: H= HUNDRED TOT / SCROLL		B= BLOCK TOT C= CENTER TOT	
PF1= HELP PF3= PREV SCREEN		PF5= MAIN MENU PF12= END	

T&A REPORTED HOURS (QTAR)

Description and Execution

The T&A Reported Hours (QTAR) template is used to display the control totals for each type of T&A reported hours entered. Totals may be displayed for the center level, payblock level, and for groups of 100 employees within each payblock. NPPS provides control totals for each type of hours reported, the number of missing T&As, the number of T&As present, the number of T&As in error, and the number of employees reactivated for pay this pay period.

Steps to Reach T&A Reported Hours

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **1** - Time and Attendance.
3. At the T&A Main Menu, select **2** - T&A Reported Hours.

Description of Data Processing and Output

To display the totals you require, select the appropriate function code **H** for Hundred Totals in the payblock specified **B** for Payblock Totals in the payblock specified, **C** for Center Totals.

~~CPO Center~~

~~When T&A Reported Hours (QTAR) is accessed using the CPO USER-ID, CPO User can retrieve and display the control totals for each type of T&A reported hours for the Center. A Function of C' and Pay Block '98' retrieves and displays total for NASA Agency.~~

CPO Center

When T&A Reported Hours (QTAR) is accessed using the CPO USER-ID, CPO User can retrieve and display the control totals for each type of T&A reported hours for the Center. A Function of C' and Pay Block '98' retrieves and displays total for NASA Agency.

4.2.2.1.3 Payroll Register

COMMAND: _____		NPPS	
NAO1550		PAYROLL REGISTER - QREG	
PAY BLOCK: __ OR SSN: __		NAME: _____	
***** BASE TO GROSS *****		***** NET TO GROSS *****	
ADD:	ADD: NET + DED	ADD: NET + DED	
BASIC PAY	NET EARN	FEHB	
OVERTIME	ADV PAY	FERS	
NITE DIF	BANKRUPTCY	FERS MIL	
HOL WKD	BONDS	FICA	
LUMP SUM	CFC	INDEBT US	
UNUS CT PD	CHILD SUPP	HIT	
SUN DIF	C GARNISH	MISC	
HAZARD	CIV SV CR	NEBA	
FOREN-DIF	CITY TAX	STATE TAX	
SUPER DIFF	COUNTY TAX	TSP	
RET ALLOW	CSRS	TSP LOAN	
STAFF DIFF	CSRS MIL	UNION	
*AUO	FED TAX	VOL ALLOT	
LOCAL PAY	FEGLI	SUB TOT	

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

PAYROLL REGISTER - QREG (PAGE 1)

COMMAND: _____		NPPS	
NAO1550		PAYROLL REGISTER - QREG	
PAY BLOCK: __ OR SSN: __		NAME: _____	
***** BASE TO GROSS *****		***** NET TO GROSS *****	
	ADD: ADJUSTMENTS	LESS: REFUNDS/CREDIT	
BASIC ADJ	(-)	(+)	
OT ADJ	BILL OF CO	BOND REF	
NITE ADJ	CFC	CFC	
HOL WKD AD	CITY TAX	CITY TAX	
SUN ADJ	CIV SV CR	CIV SV CR	
HAZ ADJ	CNTY TAX	CNTY TAX	
FIR PR ADJ	COLA	COLA	
FOR DF ADJ	CSRS	CSRS	
SUP DF ADJ	EIC	EIC	
RET AL ADJ	FED TAX	FED TAX	
STF DF ADJ	FEGLI	FEGLI	
*AUO ADJ	FEHB	FEHB	
LOCAL ADJ	FERS	FERS	
	FICA	FICA	

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

PAYROLL REGISTER - QREG (PAGE 2)

COMMAND: _____		NPPS	95-05-09
NAO1550	PAYROLL REGISTER - QREG	3 OF 3	15:04:33
PAY BLOCK: __ OR SSN: __	NAME: _____		
***** BASE TO GROSS *****			
	ADD: ADJUSTMENTS	LESS: REFUNDS/CREDIT	
	(-)	(+)	
	HIT	HIT	
	ST TAX	ST TAX	
	TSP ADJ	TSP ADJ	
	TSP LOAN	TSP LOAN	
	UNION DUES	UNION DUES	
	ADV PAY	ADV PAY	
SUB TOT	SUB TOT	SUB TOT	
LESS: S CUT		LESS:	
TOT ERN		EIC AMT (+)	
		COLA (+)	
TOT ERN		TOT ERN	

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

PAYROLL REGISTER - QREG (PAGE 3)

Description and Execution

The Payroll Register (QREG) template is used to retrieve and display payroll register summary information for an individual employee, single payblock, or for the entire center.

Steps to Reach Payroll Register

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **1** - Time and Attendance.
3. At the T&A Main Menu, select **3** - Payroll Register.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

Description of Data Processing and Output

To view the totals for an individual, enter the individual's payblock and SSN in the fields provided at the top of the page and press **ENTER**. To view the totals for a single payblock, enter only the payblock number and press **ENTER**. To view the totals for the entire center, enter the number **99** in the payblock field and press **ENTER**.

* The label AUO will be replaced with AVAIL PAY if the employee is getting availability pay.

~~CPO Center~~

~~When Payroll Register screen is accessed using CPO USER-ID, CPO User can retrieve and display payroll register summary information for an individual employee, single payblock, the Center, or NASA Agency using Pay Block 98.~~

CPO Center

When Payroll Register screen is accessed using CPO USER-ID, CPO User can retrieve and display payroll register summary information for an individual employee, single payblock, the Center, or NASA Agency using Pay Block 98.

4.2.2.2 Vouchering Main Menu

COMMAND: _____	N P P S
NAO4000	VOUCHERING MAIN MENU - VOUCHMEN

ENTER ONE OF THE FOLLOWING SELECTIONS: _	
1 - VOUCHER CHAIN (SF2812,SF2812A, OPM1523, TSP-2)	
2 - SF1166 CHAIN	
3 - REGISTER TOTALS	
4 - ACCOUNTING BREAKOUTS	

PF1= HELP	PF5= MAIN MENU
PF12= END SESSION	

VOUCHERING MAIN MENU (VOUCHMEN)

Description and Execution

The Vouchering Main Menu (VOUCHMEN) is used to select one of the four options available for viewing the vouchering screens which contain the online voucher information, as illustrated in Figure 4.2.2.2-1, Vouchering.

Steps to Reach Vouchering Main Menu

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.

4.2.2.2.1 Voucher Chain

COMMAND: _____		NPPS		91-03-01	
NAO4900		VOUCHER INFORMATION - SF2812, SF2812A, AND OPM1523 INSURANCE		15:54:57	
				3	

LIFE	EMPL	W.H.	GOVT. CONTR.	-- NUMBER OF DEDUCTIONS--	
INSURANCE:				MADE	NOT MADE
BASIC LIFE		68.66	34.34	7	50
OPT A STND		7.00		1	8
OPT B ADDL		17.60		1	12
OPT C FAMILY		4.60		3	15
TOTAL		97.86		12	85
OPT B					
BREAK TO-35					2
OUT 36-39					1
40-44					
45-49		10.40			4
50-54		7.20		1	2
55-59					1
60-UP					2
		17.60		1	10

PF1= HELP	PF3= PREVIOUS	PF5= MAIN MENU	PF12= END SESSION		
ENTER= NEXT SCREEN					

VOUCHER INFORMATION - SF 2812, SF 2812A, AND OPM 1523 INSURANCE

COMMAND: _____		NPPS		91-03-01	
NAO4300		VOUCHER INFORMATION - SF2812, SF2812A, AND OPM1523 FEHB BREAKOUT		16:01:38	
				35	

HEALTH BENEFITS DEDUCTIONS					
ENROLL			----- NUMBER OF PAYMENTS -----		
CODE NO.	AMOUNT	MADE	NOT MADE	SPOUSAL	FULL PREMIUM
D32			1		
UM1			1		
UP1			1		
UP2			1		
V11			2		
V12	202.79	1	1		
101			4		
102			3		
104	67.68	1	6		
105	284.42	2	8		
305			1		
311			1		

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF12= END	ENTER= NEXT SCREEN	

VOUCHER INFORMATION - SF 2812, SF 2812A, AND OPM 1523 FEHB
BREAKOUT (PAGE 1)

COMMAND: _____		91-03-04
NAO4300	NPPS	09:11:04
VOUCHER INFORMATION - SF2812, SF2812A, AND OPM1523 FEHB BREAKOUT		

HEALTH BENEFITS DEDUCTIONS		
EMPLOYEE AMT	564.87	
GOVT. CONTR	163.30	
CASH COLL.		
SPOUSAL PAYMT.	150.00	
YTD FEHB ADJ (THIS PP)		
TOTAL FEHB	878.17	

PF1= HELP	PF5= MAIN MENU	PF12= END
ENTER= NEXT SCREEN		

VOUCHER INFORMATION - SF 2812, SF 2812A, AND OPM 1523 FEHB BREAKOUT (PAGE 2)

COMMAND: _____		NPPS	91-03-01
NAO4960	VOUCHER INFORMATION - SF2812 & OPM1523 RETIREMENT (1 OF 2)		16:03:16
			3

CSRS	DOLLAR AMOUNT	AGG BASE SALARY	DEDUCTIONS MADE NOT MADE
RETIRE TOTAL - EMPL	1023.23	14617.60	
RETIRE TOTAL - EMPR	1123.23		
WITHOLDING - ALL CATEGORIES	1023.23	14617.60	6 36
EMPR - ALL CATEGORIES	1023.23		
SAL OFFSET REEMPLD ANNUIT	100.00		5
MILITARY SERVICE DEPOSIT			
CIVILIAN SERVICE CREDIT			

PF1= HELP	PF3= PREVIOUS	PF5= MAIN MENU	PF12= END SESSION
ENTER= NEXT SCREEN			

VOUCHER INFORMATION - SF 2812 RETIREMENT (PAGE 1)

COMMAND: _____		NPPS		91-03-01	
NAO4960		VOUCHER INFORMATION - SF2812 & OPM1523 RETIREMENT (2 OF 2)		16:03:38	

FERS	DOLLAR AMOUNT	AGG BASE SALARY	DEDUCTIONS MADE NOT MADE		
RETIRE TOTAL - EMPL	69.44	2207.62			
RETIRE TOTAL - EMPR	329.43				
REGULAR - K EMPL	14.80	1850.40	1	37	
REGULAR - K EMPR	238.70				
MIL RESERVE TECH - N EMPL					
MIL RESERVE TECH - N EMPR					
SPECIAL - M EMPL	4.64	357.22	1	2	
SPECIAL - M EMPR	90.73				
SAL OFFSET REEMPLD ANNUIT					1
MILITARY SEVICE DEPOSIT	50.00		1		
TOTAL RETIREMENT	2545.33		9	81	
TOTAL EMPLOYEES	101				

PF1= HELP	PF3= PREVIOUS	PF5= MAIN MENU	PF12= END SESSION		
ENTER= NEXT SCREEN					

VOUCHER INFORMATION - SF 2812 RETIREMENT (PAGE 2)

COMMAND: _____		NPPS		90-12-21	
NAO4910		TSP VOUCHER INFORMATION - TSP2		08:42:09	

CURRENT AND LATE	G FUND	F FUND	C FUND	TOTAL	
EMP DED:					
GOV BASIC:					
GOV MATCH:					
TOTAL:					
NEGATIVE ADJ	G FUND	F FUND	C FUND	TOTAL	
EMP DED:					
GOV BASIC:					
GOV MATCH:					
TOTAL:					
CONTROL TOTAL					

PF1 = HELP	PF3 = PREVIOUS	PF5 = MAIN MENU	PF12 = END_		

VOUCHER INFORMATION - TSP2

Description and Execution

The Voucher Chain option displays the screens that contain the online voucher information for SF 2812, SF 2812A, OPM 153 Insurance, and TSP2.

Steps to Reach Voucher Chain

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.
3. At the Vouchering Main Menu, select **1** - Voucher Chain.

4.2.2.2.2 SF 1166 Chain

COMMAND: _____		NPPS	91-03-01
NAO4100	SF1166 INFORMATION - TAPES		16:08:39
			12

EFT PAYMENTS	ITEM COUNT	AMOUNT	
NET PAY	5	7033.87	
SAVINGS ALLOTMENTS	7	600.00	
TSP LOAN	1	54.95	
TOTAL	13	7688.82	
NON EFT PAYMENTS	ITEM COUNT	AMOUNT	
NAME ONLY - OFFICE CKS			
NAME ONLY - AWARDS CKS			
SALARY CHECKS MAILED	4	3930.38	
MISCELLANEOUS CHECKS	16	953.50	
TOTAL	20	4883.88	

PF1 = HELP	PF3 = PREVIOUS	PF5 = MAIN MENU	PF12 = END
ENTER= NEXT SCREEN			

SF 1166 INFORMATION - NET PAY

COMMAND: _____		NPPS	91-03-01
NAO4200	SF1166 INFORMATION - FEDERAL RESERVE TAXES		16:09:06
			5

FED TAX	FICA	HIT	COMBINED
WITHHELD	WITHHELD	WITHHELD	TOTAL
3574.55	136.87	278.94	3990.36
	GOVT	GOVT	
	FICA	HIT	
	136.87	278.94	
TOTAL FEDERAL RESERVE DEPOSIT			
			4406.17

PF1= HELP	PF3= PREVIOUS	PF5= MAIN MENU	PF12= END
ENTER= NEXT SCREEN			

SF 1166 INFORMATION - FEDERAL RESERVE TAXES

END OF DATA	91-03-01
COMMAND: _____	NPPS
NAO4700	16:10:32
SF1166 INFORMATION - UNION DUES	
2	
UNION NAME	AMOUNT
TEST UNION 1	17.00
TEST UNION 2	4.00
TEST UNION 3	8.00
TOTAL AMOUNT	29.00

PF1= HELP	PF3= PREV SCREEN
PF5= MAIN MENU	PF12= END
ENTER= NEXT SCREEN	

SF 1166 INFORMATION - UNION DUES

END OF DATA		
COMMAND: _____	NPPS	
NAO4930	SF1166 INFORMATION - STATE/LOCAL TAXES	
STATE/CITY/COUNTY	AMOUNT	GROSS EARNINGS
CALIFORNIA	255.59	9999999999.99
DIST. OF COL	740.25	9999999999.99
TOTAL AMOUNT	632.39	9999999999.99

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
PF12= END	ENTER= NEXT SCREEN	

SF 1166 INFORMATION - STATE/LOCAL TAXES

COMMAND: _____	NPPS
NAO4940	SF1166 INFORMATION - MISCELLANEOUS PAYMENTS
U.S. DEBT	0.00
CHILD SUPPORT	0.00
COMMERCIAL GARNISHMENTS	0.00
BANKRUPTCY	0.00
NEBA	0.00
GRAND TOTAL	0.00

PF1= HELP	PF3= PREV SCREEN
PF5= MAIN MENU	PF12= END
ENTER= NEXT SCREEN	

SF 1166 INFORMATION - MISCELLANEOUS PAYMENTS

Description and Execution

The SF 1166 Chain option displays the screens that contain the online SF 1166 vouchering information.

Steps to Reach SF 1166 Chain

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.
3. At the Vouchering Main Menu, select **2** - SF 1166 Chain.

4.2.2.2.3 Register Totals

COMMAND: _____		NPPS	
NAO1550	PAYROLL REGISTER - QREG		1 OF 3
PAY BLOCK: __ OR SSN: __ __ NAME: _____			
***** BASE TO GROSS *****			
ADD:		ADD: NET + DED	
BASIC PAY	NET EARN	FEHB	
OVERTIME	ADV PAY	FERS	
NITE DIF	BANKRUPTCY	FERS MIL	
HOL WKD	BONDS	FICA	
LUMP SUM	CFC	INDEBT US	
UNUS CT PD	CHILD SUPP	HIT	
SUN DIF	C GARNISH	MISC	
HAZARD	CIV SV CR	NEBA	
FOREN-DIF	CITY TAX	STATE TAX	
SUPER DIFF	COUNTY TAX	TSP	
RET ALLOW	CSRS	TSP LOAN	
STAFF DIFF	CSRS MIL	UNION	
AUO	FED TAX	VOL ALLOT	
LOCAL PAY	FEGLI	SUB TOT	

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

PAYROLL REGISTER - QREG (PAGE 1)

COMMAND: _____		NPPS		92-06-09
NAO1550	PAYROLL REGISTER - QREG		2 OF 3	13:55:45
PAY BLOCK: __ OR SSN: __ __ NAME: _____				
***** BASE TO GROSS *****				
ADD: ADJUSTMENTS		LESS: REFUNDS/CREDIT		
(-)		(+)		
BASIC ADJ	BILL OF CO	BOND REF		
OT ADJ	CFC	CFC		
NITE ADJ	CITY TAX	CITY TAX		
HOL WKD AD	CIV SV CR	CIV SV CR		
HAZ ADJ	CNTY TAX	CNTY TAX		
FIR PR ADJ	COLA	COLA		
FOR DF ADJ	CSRS	CSRS		
SUP DF ADJ	EIC	EIC		
RET AL ADJ	FED TAX	FED TAX		
STF DF ADJ	FEGLI	FEGLI		
AUO ADJ	FEHB	FEHB		
LOCAL ADJ	FERS	FERS		
	FICA	FICA		

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD	
PF8= FORWARD	PF9= NAME SEARCH	PF12= END		

PAYROLL REGISTER - QREG (PAGE 2)

COMMAND: _____		92-03-30
NAO1550		10:23:51
PAYROLL REGISTER - QREG		3 OF 3
PAY BLOCK: __ OR SSN: __ -- NAME: _____		
***** BASE TO GROSS *****		
ADD: ADJUSTMENTS		LESS: REFUNDS/CREDIT
(-)		(+)
HIT		HIT
ST TAX		ST TAX
TSP ADJ		TSP ADJ
TSP LOAN		TSP LOAN
UNION DUES		UNION DUES
ADV PAY		ADV PAY
SUB TOT	SUB TOT	SUB TOT
LESS:S CUT		LESS:
		EIC AMT(+)
		COLA (+)
TOT ERN		TOT ERN

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
PF8= FORWARD	PF9= NAME SEARCH	PF7= BACKWARD
	PF12= END	

PAYROLL REGISTER - QREG (PAGE 3)

Description and Execution

The Payroll Register (QREG) template is used to retrieve and display payroll register summary information for an individual employee, single payblock, or for the entire center.

Steps to Reach Payroll Register

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.
3. At the Vouchering Main Menu, select **3** - Register Totals.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

~~CPO Center~~

~~When Payroll Register screen is accessed using CPO USER ID, CPO User can retrieve and display payroll register summary information for an individual employee, single payblock, the Center, or NASA Agency using Pay Block 98.~~

CPO Center

When Payroll Register screen is accessed using CPO USER-ID, CPO User can retrieve and display payroll register summary information for an individual employee, single payblock, the Center, or NASA Agency using Pay Block 98.

4.2.2.2.4 Accounting Breakouts

COMMAND: _____	NPPS		
NAO4950	ACCOUNTING INFORMATION - ACCTBRK (1 OF 3)		

NET PAY TO EMPLOYEES	00.00	BANKRUPTCY	00.00
FEDERAL INCOME TAX	00.00	BILL FOR COLLECTION	00.00
FICA EMPLOYEES	00.00	MISC DEDUCTIONS	00.00
FICA EMPLOYERS	00.00	STATE TAX	00.00
HIT EMPLOYEES	00.00	COUNTY TAX	00.00
HIT EMPLOYERS	00.00	CITY TAX	00.00
NEBA INSURANCE	00.00	SAVINGS BONDS(REFUND)	00.00
COMBINED FEDERAL CAMP.	00.00	ADVANCED PAY DEDUCTIONS	00.00
UNION DUES	00.00		
CHILD SUPPORT	00.00		
INDEBTEDNESS DUE U.S.	00.00		
COMMERCIAL GARNISHMENTS	00.00		

PF1= HELP	PF3= PREVIOUS	PF5 = MAIN MENU	PF12 = END
ENTER= NEXT SCREEN			

ACCOUNTING INFORMATION - ACCTBRK (PAGE 1)

COMMAND: _____	NPPS		91-03-01
NAO4950	ACCOUNTING INFORMATION - ACCTBRK (2 OF 3)		16:17:23

TSP (THRIFT SAVINGS PLAN)		FEGLI (EMPLOYEES)	97.86
CSRS	00.00	BASIC	68.66
FERS (EMPLOYEES)	00.00	OPTION A	07.00
FERS GOV'T BASIC	22.07	OPTION B	17.60
FERS GOV'T MATCHING	00.00	OPTION C	04.60
		FEGLI (EMPLOYERS)	34.34
FEHB EMPLOYEES	228.99		
FEHB EMPLOYERS	489.16		
FEHB CASH COLLECTION	00.00		
FEHB SPOUSAL PAYMENT	00.00		

PF1 = HELP	PF3 = PREVIOUS	PF5 = MAIN MENU	PF12 = END

ACCOUNTING INFORMATION - ACCTBRK (PAGE 2)

COMMAND: _____		NPPS	91-03-01
NAO4950	ACCOUNTING INFORMATION - ACCTBRK (3 OF 3)		16:17:49

CSRS: RETIRE TOTAL - EMPL	1,023.23		
RETIRE TOTAL - EMPR	1,123.23		
SALARY OFFSET REEMPLD ANNUIT		100.00	
MILITARY SERVICE DEPOSIT		00.00	
CIVILIAN SERVICE CREDIT		00.00	
FERS: RETIRE TOTAL - EMPL	69.44		
RETIRE TOTAL - EMPR	329.43		
REGULAR - K EMPL		14.80	
REGULAR - K EMPR		238.70	
MIL RES TECH - N EMPL		00.00	
MIL RES TECH - N EMPR		00.00	
SPECIAL - M EMPL		04.64	
SPECIAL - M EMPR		90.73	
SALARY OFFSET REEMPLD ANNUIT		00.00	
MILITARY SERVICE DEPOSIT		50.00	
TOTAL RETIREMENT - CSRS/FERS		2,545.33	

PF1 = HELP	PF3 = PREVIOUS	PF5 = MAIN MENU	PF12 = END

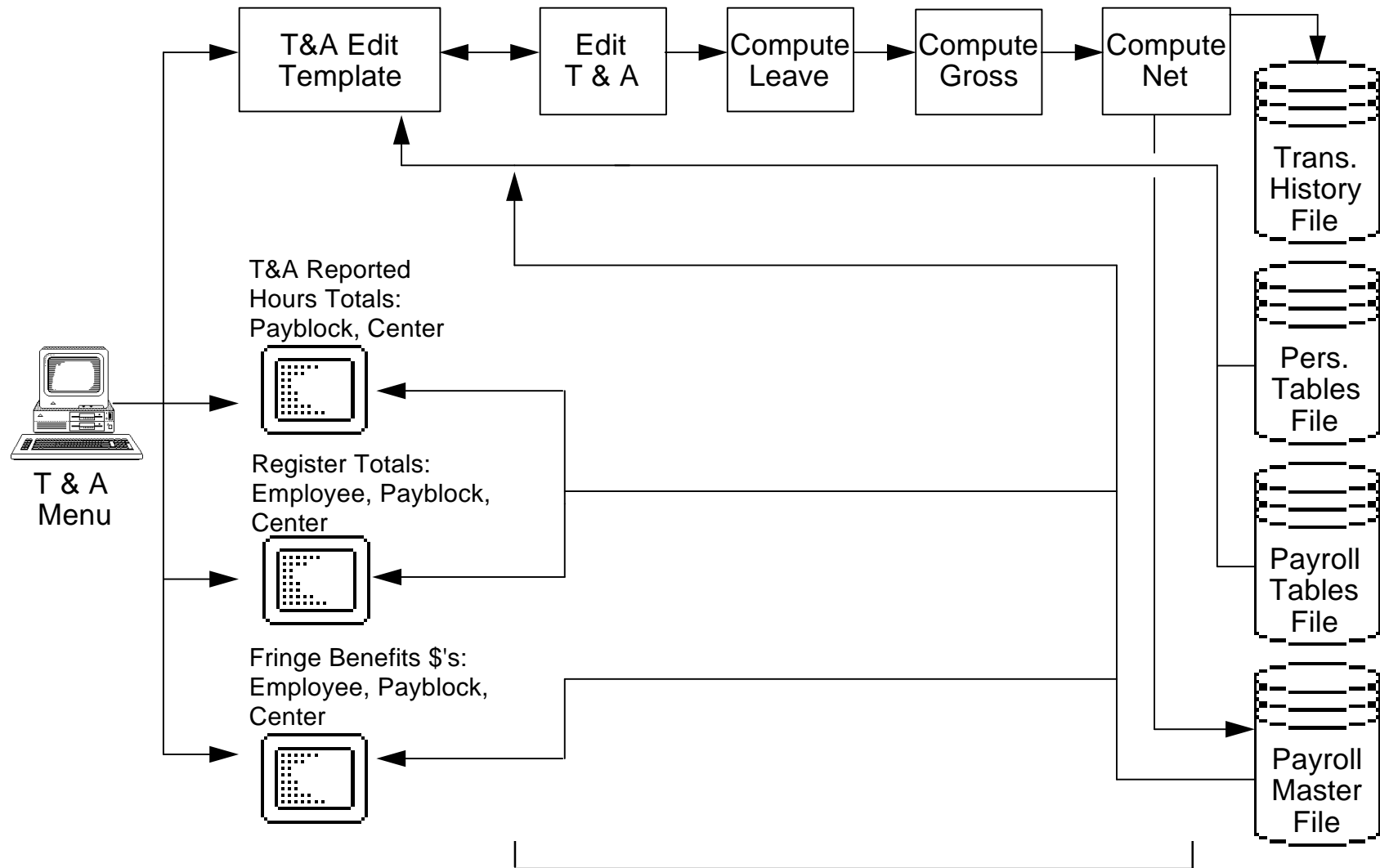
ACCOUNTING INFORMATION - ACCTBRK (PAGE 3)

Description and Execution

The Accounting Information (ACCTBRK) template is used to display the accounting information for vouchering purposes.

Steps to Reach Accounting Information (Breakouts)

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.
3. At the Vouchering Main

**Figure 4.2.2.1-1 T&A Processing**

4.3 APPLICATION ADMINISTRATION

The Application Administration function for NPPS includes five operations.

- Security Maintenance
- Command and Relational Table Maintenance
- Processing Controls
- Help Maintenance
- Ad Hoc Reporting (SUPER NATURAL)

Some of these operations are accessed through the Application Administration subsystem of NPPS (e.g., security maintenance, command and relational table maintenance, and processing controls). Help maintenance as an operation may be performed from any help screen in the entire NPPS help facility. Ad Hoc Reporting using SUPER NATURAL may be accessed only from the NPPS Main Menu.

The professionals who perform these operations are referred to as Application Administrators. Some have expertise in personnel; others have expertise in payroll. Typically, Application Administrators are responsible, directly or indirectly, for inputting data into NPPS to maintain current employee records and extract data from NPPS for batch reporting and/or payroll purposes. Application Administrators perform the five previously listed vital functions which create a link between their functions as users of NPPS and the system operators and database administrators.

4.3.1 Application Administration Menu

```

COMMAND: _____ N P P S
NPO0100 APPLICATION ADMINISTRATION - ADMMENU
-----
CENTER ID: _____ NPPS VERSION: _____

ENTER ONE OF THE FOLLOWING SELECTIONS:

1 - SECURITY MAINTENANCE
2 - MAINTENANCE UTILITIES
3 - PROCESSING CONTROLS
4 - JOB SCHEDULER

SELECTION _____

-----
PF1= HELP PF5= MAIN MENU PF12= END

```

APPLICATION ADMINISTRATION (ADMMENU)

Description and Execution

The Application Administration (ADMMENU) menu is used to select one of the four operations required to administer NPPS. These tasks are performed by a select personnel and payroll professional at each installation.

This section of the UOG describes Security Maintenance (option 1) and Processing Controls (option 3). Most of Maintenance Utilities (option 2) discusses batch job maintenance, which is described in Section 5.0, Batch User Capability. However, the portion of Maintenance Utilities which enables you to view and update the command and relational tables is described in this section. Job Scheduler (option 4) enables you to schedule a batch job which has been predefined by the batch job maintenance utilities. Batch job scheduling is also described in Section 5.0.

Step to Reach Application Administration

1. At the Main Menu, select **3** - Application Administration.

Throughout the Application Administration subsystem, special sets of function and PF keys will be available to you. These functions and PF keys will be defined in each operation. Four standard PF keys appear on most menus and templates: PF1=Help, PF3=Previous Screen, PF5=Main Menu, and PF12=End. Two additional keys, PF7=Backward and PF8=Forward, allow you to move between the pages of a template composed of more than one screen.

4.3.1.1 Security Maintenance

COMMAND: _____	NPPS SECURITY MAINTENANCE
NPO1000	SECURE

NPPS USERID: _____	FUNCTION: _
NAME: _____	SSN: _ _ _
INSTALLATION:	
INSTALLATION NAME:	

FUNCTIONS:	A= ADD C= CHANGE R= REVIEW D= DELETE
PF1= HELP	PF2= RESET PASSWORD PF3= PREV SCREEN PF5= MAIN MENU
PF9= COPY SECURITY	PF12= END

SECURITY MAINTENANCE (SECURE)

Description and Execution

The Security Maintenance (SECURE) template is used by the Security Administrator to set up and maintain the NPPS security profiles for all individuals who use NPPS, as illustrated in Figure 4.3.1.1-1. A Payroll Administrator establishes and maintains security profiles for members of payroll; a Personnel Administrator establishes and maintains security profiles for members of personnel. The NPPS Master Administrator establishes and maintains security profiles for other Security Administrators.

Your security profile tells NPPS which subsystems you may access and what tasks you are authorized to perform. You may enter the security section and view only your own security profile without special Security Administrator permissions.

The Consolidated Payroll Office(CPO) Security Administrator maintains the security profiles to process Payroll for each Center. A security profile set up by the CPO User is automatically copied to access to all NASA Centers listed in NPPS Core Table TINSTAL1. CPO User security profile cannot be different between Centers.

Steps to Reach Security Maintenance

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **1** - Security Maintenance.

Release 5.2 10/96 ~~ISC-23563~~

~~Release 5.1 4/96~~

~~ISC-52100-1099~~

AA - ~~44228~~

Use of Functions

A=Add Allows a Security Administrator to add a new profile.

C=Change Allows a Security Administrator to change an existing profile.

R=Review Allows a Security Administrator to view an existing profile. This function also allows any individual to view his/her own profile.

D=Delete Allows a Security Administrator to delete an unwanted profile, such as a separated employee.

L=List Allows a Security Administrator to list the name, SSN, and userid for each of the security profiles the administrator may maintain. This function is only available from the Security Administrator Permissions template.

Use of PF Keys

PF2=Reset Password- Enables a Security Administrator viewing the Security Maintenance template to reset a user's password if they forget their password.

PF4=Securfun- Allows a Security Administrator viewing the Security Profiles listing to proceed to the Functional Security Permissions template rather than return to the Security Administrator Permissions template.

PF9=Copy Security- Enables a Security Administrator viewing the Security Maintenance template to copy an existing profile, creating two identical profiles for two different system users. PF9 (Copy Security) causes NPPS to display the Security Copy template. The Security Administrator may then enter the name of the userid for the original profile, and the userid, name, and SSN for the user to receive the second and identical profile.

When signed-on as a CPO User, a PF9 will copy a security profile to another CPO User only if the new User USER-ID begins with the specific CPO-ID.

Description of Data Processing Results and Output

In order to add, review, change, or copy a profile, you must access and utilize multiple security maintenance templates. Following are the names and descriptions of the six security templates.

Security Menu	Allows the entry of the userid whose profile is to be added or modified according to the function specified.
---------------	--

Security Copy	Allows a Security Administrator to copy an existing profile, creating two identical profiles for two different system users.
---------------	--

Security Administrator	Allows the review, creation, or maintenance of a Security Administrator profile.
Permissions	Allows a Security Administrator to view a listing of the names and userids of the profiles the administrator may maintain. This listing may only be requested of the Security Administrator Permissions template.
Security Functional Level	Allows the review and maintenance of functional level authorizations for a specified profile.
Security Detail Permission	Allows the review and maintenance of detail level authorizations for a specified profile.

The following screen displays a request to review a profile. In this example, the individual who is assigned this profile is a Security Administrator. Therefore, the Security Administrator Permissions template may be viewed.

COMMAND: _____

NPPS SECURITY MAINTENANCE

NPO1000

SECURE

NPPS USERID: _____

FUNCTION: _

NAME: _____

SSN: _ _ _

INSTALLATION:

INSTALLATION NAME:

FUNCTIONS:

A= ADD

C= CHANGE

R= REVIEW

D= DELETE

PF1= HELP

PF2= RESET PASSWORD

PF3= PREV SCREEN

PF5= MAIN MENU

PF9= COPY SECURITY

PF12= END

SECURITY MAINTENANCE (SECURE)

Establishing a given security profile requires entries on one or more of the three types of Security Permission templates: (1) Functional Security Permissions, (2) Detail Level Permissions, and (3) Administrator Permissions.

Functional	Every profile must have entries on the Functional Security Permissions template. This is the screen that designates Permissions permissions for the major NPPS processes; master employee record updates, personnel actions, etc.
Detail	A given security profile may require entries on one or more Level Detail Level Permission template(s). The major processes Permissions which are subdivided into detail levels of permission are identified by a "D" to the right of the function name. For example, both Personnel and Payroll Table Maintenance display a "D" meaning that a given profile may have permission to review and/or update certain tables, but have no access to other tables.
Administrator	If the security profile is that of a System Administrator, the Permissions profile must also include entries on the Administrator Permissions template.

Throughout the security permission templates, three codes are used to designate the level of permission for a given function: Blank = No Access, R = Review and U = Update.

Blank	User may not view any part of the function
Review	User may view all portions of the function, but may not change any data
Update	User may view all portions of the function and update data

In addition, the code "X" is used to assign individual authority at a template level within a selected functional area. The "X" may be entered for only those functions designated by "D." Detail permission means the individual may view and/or update specific items within the function.

The next few pages illustrate an example security profile. This illustration is provided to further clarify the major three types of templates that may compose a Security Profile.

```

COMMAND: _____ NPPS SECURITY
NPO1100 ADMINISTRATOR PERMISSIONS - SECURADM
-----

NPPS USERID: NPSNEW__ FUNCTION: R NAME: KATE JOHNSON SSN: 300 33 4444

PAYROLL PERSONNEL APPLICATIONS

U - -

-----

FUNCTIONS: C= CHANGE R= REVIEW L= LIST (ADMINISTRATOR ONLY)
PERMISSIONS: U= UPDATE R= REVIEW BLANK= NO ACCESS
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END

```

SECURITY ADMINISTRATOR PERMISSIONS (SECURADM)

On the Security Administrator Permissions (SECURADM) template, the code "U" (Update) in one or more of the three categories of administrator (payroll, personnel, and applications) identifies this profile as a Security Administrator. This means that the individual may add or update other profiles within the same center as the administrator himself. The code "R" (Review) means that the individual may review, but not add or update profiles for other individuals within the same center. If all three categories are left blank when the profile is added, the individual will not be able to update any profiles and he/she will only be able to view his/her own profile. After the profile is added, this template will only be displayed if it has not been left blank, i.e., if one or more of the categories contains a "U" (Update) or "R" (Review).

To see all NPPS userids, enter code **L**. The user must have administrator status to view this list.

```

91-10-31
10:17:14
COMMAND: _____ NPPS SECURITY
NPO1110 SECURITY PROFILES-SECURLIST 1
-----
INSTALLATION 1090 -----
SSN NAME USERID PAYROLL PERSONNEL APPLICATIONS
111-111-111 DAVE DAVE Y Y Y
444-221-178 DAVID NPS1090 Y Y Y
112-348-900 SAM JONES SAM Y
228-890-012 TOM WILSON TOM

PF1= HELP PF3= PREV SCREEN PF4= SECURFUN PF5= MAIN MENU
PF7= BACKWARD PF8= FORWARD PF12= END

```

PASSWORD LIST

```

COMMAND: _____ NPPS SECURITY
NP01300 FUNCTIONAL SECURITY PERMISSIONS - SECURFUN
-----
NPPS PASSWORD: _____ FUNCTION: R NAME: _____ SSN: ____ _
--- PAYROLL ----- LEVEL --- PERSONNEL ----- LEVEL ----- APPLICATIONS -- LEVEL --
PAYBLOCK ACCESS PERSONNEL ACTIONS U D HELP MAINTENANCE U
PLANNING ACTIONS U RELATIONAL TABLES U D
Y Y Y Y Y Y Y Y Y MATURE PROCESS U PAYROLL CONTROLS U
1 2 3 4 5 6 7 8 9 10 SF-50 PROCESS U PERSONNEL CONTROLS U
(BLANK = NONE, Y = YES) TABLES MAINTENANCE U D NPPS COMMAND MAINT U
TRAINING ACTIONS U D EXTERNAL COMMANDS U D
TIME AND ATTENDANCE U D ACI PROCESS U BATCH JOB MAINT U
MASTER EMPLOYEE REC U D MASS ACTIONS X D BATCH JOB SCHEDULE 7
VOUCHERING U SERVICE RECORD U BATCH JOB CATEGORY 3
TABLES MAINTENANCE U D PERSONNEL HISTORY U INSTALLATION TABLE U
CASH AWARDS U D SUBMIT STARTUP 7
SF52 DATA ACCESS Y D
ERROR BYPASS U

FUNCTIONS: C= CHANGE R= REVIEW
PERMISSIONS: U= UPDATE R= REVIEW X= DETAIL BLANK= NO ACCESS
PF1= HELP PF3= PREV SCREEN PF4= SELECT DETAIL PF5= MAIN MENU PF12= END

```

FUNCTIONAL SECURITY PERMISSIONS (SECURFUN)

All profiles must have one or more entries on the Functional Security Permissions (SECURFUN) template. The functions are divided into three categories: payroll, personnel, and applications. Typically, payroll clerks will have permission to access functions in only the payroll column and personnel clerks will have permission to access functions in only the personnel column. Supervisors will typically have permission to access functions in two or more columns.

Payroll functions include 10 payblocks and 4 major functions which all possess detail levels of permission. Access to a payblock is indicated by "Y" for yes; blank means no access. Global access to one or more of the four major functions is indicated by "U" (Update) or "R" (Review) code in the corresponding blank. Detail level access may be defined by entering "X" in the corresponding blank. For more information on detail levels of permission, refer to the procedures for "Steps to Add a New Profile" in the latter part of this section.

There are 9 personnel functions. Global access to one or more of the 9 major functions is indicated by "U" (Update) or "R" (Review) code in the corresponding blank. Four of the 9 major functions have accompanying detail levels of permission. Detail level access may be defined by entering "X" in the corresponding blank. For more information on detail levels of permission, refer to the procedures for "Steps to Add a New Profile" in the latter part of this section.

There are 13 application functions. Each will be explained individually as they are unique to the NPPS application and therefore assumed to be unfamiliar to even the most experience personnel or payroll professional.

Help Maintenance This function enables authorized individuals at your installation to customize the help screens.

The code "U" Update enables the individuals with this profile to add and update help screens. Since all individuals may view the accompanying help screens for all menus and templates which they are allowed to access, the "R" (Review) for review is not necessary and this function may be left blank unless update capability is required.

Relational Tables Relational Tables Update enables authorized individuals to establish special edit parameters for personnel.

Global access to this function is indicated by "U" (Update) or "R" (Review) code. This enables the individual to update or review all the Relational Edit Tables. Detail level access to specific tables may be defined by entering ~~X~~ in the corresponding blank. This enables the individuals to update and/or review only selected tables. For more information on detail levels of permission, refer to the procedures for "Steps to Add a New Profile" in the latter part of this section.

Payroll Controls This function enables authorized individuals to update the payroll control data such as Personnel Mature Lock, Default Payblock for Accessions, and other information used in determining how and when to perform certain payroll processing.

The code "U" (Update) enables the individual to update the information contained in this record. The code "R" (Review) enables the individual to review, but not change this information.

Personnel Controls This function enables authorized individuals to update the personnel data such as Human Resources Office ID, Mail Code and Organization, as well as other information used in determining report cut-off dates, trigger periodic reports, and trigger on-request reports.

The code "U" (Update) enables the individual to update the information contained in this record. The code "R" (Review) enables the individual to review, but not change this information.

NPPS Command Maintenance This function enables authorized individuals to define new commands or template IDs for use within the NPPS application.

The code "U" (Update) enables the individual to update the information contained in this record. The code "R" (Review) enables the individual to review, but not change this information.

In order to access this function, "U" (Update) or "R" (Review) must be entered in the Maintenance Utilities function.

External Commands This function enables authorized individuals to define new commands for use with installation-unique user interface systems.

Global access to this function is indicated by "U" (Update) or "R" (Review) code. This enables the individual to update or review all the External Commands. Detail level access may be defined by entering "X" in the corresponding blank. This enables the individuals to update and/or review only selected External Commands. For more information on detail levels of permission, refer to the procedures for "Steps to Add a New Profile" in the latter part of this section.

In order to access this function, "U" (Update) or "R" (Review) must be entered in the Maintenance Utilities function.

Batch Job Maintenance This function enables authorized individuals to create new batch jobs and update existing batch jobs.

Access to this function is indicated by "U" (Update) or "R" (Review) code. This enables the individual to update or review all the functions which compose Batch Job Maintenance.

In order to access this function, "U" (Update) or "R" (Review) must be entered in the Maintenance Utilities function.

Batch Job Schedule This function enables an authorized individual to schedule and evaluate the status of batch jobs. Access to this function is indicated by an "R" or the numbers 1-7. The "R" permission enables an authorized individual to view the list of batch jobs and the status of scheduled jobs, but not actually schedule a job. A numeric code will allow the user to schedule a job and alter the status of a scheduled job. The description of each numeric code is as follows.

Code 1	Schedule Payroll jobs only
Code 2	Schedule Personnel jobs only
Code 3	Schedule Other jobs only
Code 4	Schedule Payroll and Personnel jobs
Code 5	Schedule Payroll and Other jobs
Code 6	Schedule Personnel and Other jobs
Code 7	Schedule any job
R	Review all jobs
Blank	No access

Batch Job Category This function defines the type of batch jobs an individual may schedule, providing the individual has update (U) authority for Batch Job Schedule.

There are three codes which represent the three batch job categories: 1 = Schedule process jobs only, 2 = schedule report jobs only, and 3 = schedule both process and report jobs.

Installation Table This function enables authorized individuals to update the information for his/her own installation, such as installation name and location, NEBA check name and location, Federal Reserve Bank Name and location, and TSP contact name and phone number.

Access to this function is indicated by "U" (Update) or "R" (Review) code. This enables the individual to update or review all the information regarding his/her installation.

Submit Startup This enables an authorized individual to pass the startup job to the Job Entry Subsystem (JES) for execution. This job checks the Batch Job Scheduler for jobs waiting to be executed and passes them one by one to JES. Startup will only pass jobs to JES that match the user's submit startup code. The description of the startup codes is as follows.

Code 1	Startup Payroll jobs only
Code 2	Startup Personnel jobs only
Code 3	Startup Other jobs only
Code 4	Startup Payroll and Personnel jobs
Code 5	Startup Payroll and Other jobs
Code 6	Startup Personnel and Other jobs
Code 7	Startup any job
Blank	No access

SF52 Data Access This option is only available for those who have first been given access to Update or Review SF52 Personnel Action Processing (PERACT52). This access is granted through Personnel Actions Detailed Permission Level (SECURFUN).

This function limits an authorized individual's access to SF52 Personnel Data based on Organization: Assigned or Organization: Located.

"Blank" indicates there is no limitation and all SF52 Personnel Action Data can be accessed.

A code of "Y" is used to limit access to data to those Organization Codes listed on SF52 Data Access Detailed Permission Level screen.

Error Bypass This function enables an authorized individual to bypass the single and relational edits checks which are built into the personnel actions processing. This means that an action may be placed on the suspense file, and even matured, without passing the edit checks.

The only (non-blank) code for this function is "U" (Update) which authorizes an individual to bypass the built-in edit checks while processing a personnel action.

The following screen represents a Detail Level Permissions template. This level is composed of 11 templates, each representing 1 of the 11 functional security items followed by "D" on the Functional Security Permissions template. A profile will have one or more entries on these templates if one or more of the functional security items is marked with "X." Typically, a single profile will have detailed level permissions for only one or two functional security items depending on the job requirements.

```

* EXAMPLE SECURITY CHANGED. RETURN TO MAIN MENU TO INITIALIZE

COMMAND: _____ NPPS SECURITY
NPO1320 DETAIL LEVEL PERMISSIONS - SECURTAB
-----
NPPS USERID: NPSNEW FUNCTION: R NAME: KATE JOHNSON SSN: 300 33 44
TABMEN U TBOND U TCFC R TEIC R TFIN R THAZARD U
TLIFE U TLIMIT U TMILINT U TNEBA U TPREM _ TRETIR _
TSTATE U TTAX U TUNION U _ _ _ _
_ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _
-----
FUNCTIONS: C= CHANGE R= REVIEW
PERMISSIONS: R= REVIEW U= UPDATE BLANK= NO ACCESS
PF1= HELP PF3= PREV SCREEN PF7= BACKWARD PF8= FORWARD PF12= END

```

DETAIL LEVEL PERMISSIONS (SECURTAB)

This specific Detail Level Permissions (SECURTAB) template is for the Payroll Tables Maintenance function. It lists the 15 individual payroll tables by their abbreviated title. To the right of each abbreviated table name is a blank which is used to indicate the access authority for that particular table. Table names followed by "U" (Update) may be viewed and the data they contain may be updated. Table names followed by "R" may be viewed only. Table names followed by a blank may not be viewed. All detail level permissions are granted in the same manner. For more information on detail levels of permission, refer to the procedures for "Steps to Add a New Profile" in the latter part of this section.

Steps to Review a Profile

1. At Security Maintenance, type the userid of the profile to be reviewed.
2. Type **R** in the Function space.
3. Press **ENTER** to view the name, SSN, and installation of the profile.
4. Press **ENTER** to proceed to the Security Administrator Permissions template if you are reviewing the profile of a Security Administrator. If you are not reviewing the profile of a Security Administrator, you will proceed directly to the Functional Security Permissions template.

5. Place your cursor on any entry to the left of a "D" and press **PF4** (Select Detail) to view the detail level permission for the specified function.
6. Press **PF5** (Main Menu) to return to the Security Maintenance template.

Steps to Add a New Profile

1. At Security Maintenance, type the userid, name, and SSN of the new profile.
2. Type **A** in the Function space and press **ENTER** to begin the Add process.
3. Type the temporary password (twice for verification) to be assigned to the user and press **ENTER** to begin the Add process.
4. Press **ENTER** again to proceed to the Security Administrator Permissions template.
5. Enter the permission levels required on the Security Administrator Permissions template and press **ENTER** to proceed to the Functional Security Permissions template.
6. Enter the permission levels required on the Functional Security Permissions template by entering **U** for update capability, **R** for review only capability, and "blank" for no access.

The functions which are followed by "D" have detail level authorizations. For example, both personnel and payroll tables maintenance functions have detail level authorizations; an individual may be allowed to update some tables, view others, and may not have any access at all to the remaining tables. If an individual is given global authority at the functional level for an item with detail level authorizations, this individual will have the same permission for all the detail level authorizations ("U" for update in the functional level space for personnel or payroll tables maintenance means that the individual using this profile may update all the tables).

To assign detail level authorizations for a given function, enter **X** in the space to the right of the function and press **ENTER**. The cursor will move to the next line automatically.

Return the cursor to the "D" for the function and press **PF4** to view the detail level authorizations. Continue to define the profile by placing **U** or **R** in the appropriate detail authorizations fields and leave the remainder of the fields blank.

7. To grant update authorization for one or more payblocks, enter **Y** in the payblocks of your choice (NPPS will not accept "U" or "R" for these functions).
8. Batch Job Category refers to the authorization for scheduling various jobs. A "1" indicates the individual using this profile may schedule process batch jobs only. A "2" indicates authorization to schedule report batch jobs only, and a "3" indicates authorization to schedule both process and report batch jobs.

9. Press **ENTER** to complete the add process for the new profile. You will receive a message confirming your successful addition of this profile. Press **PF3** (Previous Screen) to view the Functional Security Permissions for the new profile.
10. Press **PF5** (Main Menu) to return to the Security Maintenance template.

Note: The steps to changing an existing profile are almost identical to adding a new profile. The Function changes to "C," and you need only make changes on the selected templates.

Steps to Copy a Profile

1. At Security Maintenance, press **PF9** (Copy Security) to proceed to the Security Copy template.
2. Type the userid of the original profile and the userid, name, and SSN of the user to receive the second and identical profile and press **ENTER**.
3. Type the temporary password (twice for verification) to be assigned to the user.
4. Press **ENTER** to complete the process of copying a profile. You will then see a message which confirms you have successfully completed the profile copy process.
5. Press **PF5** (Main Menu) to return to the Security Maintenance template.

Steps to Delete a Profile

1. At Security Maintenance, type the userid of the profile to be deleted.
2. Type **D** in the Function space.
3. Press **ENTER** to view the name and SSN for the profile to be deleted.
4. Press **ENTER** again to view a message asking you to confirm your request to delete this profile by pressing **PF11**.
5. Press **PF11** and view a message which confirms the profile has been deleted.

Steps to Define Data Access Restrictions

Data access restrictions are only in effect during SF52 Personnel Action processing. Authorization to access an employee's personnel record is determined by Organization: Assigned or Organization: Located listed on SF52 Data Access Restrictions screen.

1. At the Functional Security Permissions template, enter a **Y** for SF52 Data Access located under the Applications column.
2. Press **PF4** to set the detail level authorizations (refer to the following screen). Three levels of restrictions may be defined.

Specific/Level - Only personnel records with organization codes or levels matching the codes entered at this level may be accessed. Up to 10 individual organization codes/levels may be listed. When specifying levels, up to five organization levels may be listed; however, each lower level organization code must be preceded by its corresponding higher level organization code.

Range - Only personnel records with organization codes falling alphabetically between the codes entered at this level may be accessed. Both the "to" and "from" organization codes must be listed.

3. To remove restrictions, enter a "blank" for SF52 Data Access.

COMMAND: _____		NPPS SECURITY		93-03-02
NPO1330		SF 52 DATA ACCESS RESTRICTIONS		14:53:42

NPPS USERID :	FUNCTION: _	NAME:	SSN:	
ACCESS PERMISSIONS		ORGANIZATION ASSIGNED CODES		
-----		-----		
SPECIFIC/LEVEL		_____	_____	_____
		_____	_____	_____
RANGE		_____ - _____		
ACCESS PERMISSIONS		ORGANIZATION LOCATED CODES		
-----		-----		
SPECIFIC/LEVEL		_____	_____	_____
		_____	_____	_____
RANGE		_____ - _____		

FUNCTIONS: C= CHANGE R= REVIEW				
PF1= HELP PF3= PREV SCREEN PF12= END				

SF 52 DATA ACCESS RESTRICTIONS

4.3.1.2 Command and Relational Table Maintenance Menu

COMMAND: _____	N P P S
NPO2000	MAINTENANCE UTILITIES --MAINTUTL

ENTER ONE OF THE FOLLOWING SELECTIONS:	
1 - COMMAND TABLE	
2 - BATCH JOB MAINTENANCE	
3 - RELATIONAL TABLES	
SELECTION _	

PF1= HELP	PF5= MAIN MENU PF12= END

MAINTENANCE UTILITIES (MAINTUTL)

Description and Execution

The Maintenance Utilities (MAINTUTL) menu enables you to select command table maintenance, batch job maintenance, or relational tables maintenance, as illustrated in Figure 4.3.1.2-1, Utilities. The Batch Job Maintenance option is not described in this section, since it is fully explained in Section 5.0.

- 1 - Command Table: Enables authorized individuals to define new commands or template ID.
- 3 - Relational Tables: Enables authorized individuals to establish special edit parameters for personnel.

Steps to Reach Maintenance Utilities

1. At the Main menu, select **3** - Application Administration.
2. At the Applications Administration Menu, select **2** - Maintenance Utilities.

4.3.1.2.1 Command Table

COMMAND: _____		NPPS	91-02-21
NPO2100		COMMAND TABLE UPDATE - CMDTBL	14:18:02

FUNCTION: _	TEMPLATE: _____	SUB-SYSTEM: _	AA - ADMINISTRATION
			PA - PAYROLL
			PE - PERSONNEL
			EX - EXTERNAL SYSTEM
			SC - SYSTEM COMMAND
PROCESSOR: _____		DESC: _____	INDEX: _____
COMMAND LINE PROCESSING ALLOWED? (Y/N) _			
LOCAL TABLE (Y/N) _			

FUNCTIONS: A= ADD B= BROWSE C= CHANGE D= DELETE N= NEXT R= RETRIEVE			
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END			

COMMAND TABLE UPDATE (CMDTBL)**Description and Execution**

The Command Table Update (CMDTBL) template enables authorized individuals to view and update the command entries or template IDs. You may add a new command, browse through a list of commands, change an existing command, delete an existing command, view the next command in the table, or retrieve the command of your choice. The functions available for command maintenance are also available for template ID Maintenance.

You may not change the template (name), subsystem, or index once a template ID or command has been added. However, you may update the other input fields as desired. If you want to change a template (name) or subsystem, you must first delete the existing template ID or command and then add the "updated" template (name) as a new template ID or command.

Steps to Reach Command Table Update

1. At the Main menu, select **3** - Application Administration.
2. At the Applications Administration Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **1** - Command Table.

Steps to Maintain a Command or Template ID

1. Enter the required function: **A**=Add, **B**=Browse, **C**=Change, **D**=Delete, **N**=Next, or **R**=Retrieve.
2. Enter the Template as the name of the command or template ID to be maintained.
3. To identify the subsystem to which the template belongs, enter one of the following abbreviations: **AA** - Administration, **PA** - Payroll, **PE** - Personnel, **EX** - External System, or **SC** - System Command.
4. Enter the Processor as the object module the command processor will execute when that template (command) is entered in the command line.
5. Enter the Description of the processor.
6. In the Command Line Processing Allowed space, enter **Y** to allow command line processing for this template; enter **N** not to allow command line processing.
7. If the command or Template ID is used to initiate a table maintenance process, enter **Y** in the Local Table space if the table this command/template ID will process is local; enter **N** if the table is core.

Note: Index refers to the system generated number for the security of this template.

```

* END OF DATA (TO REPEAT LIST, HIT ENTER)

COMMAND: _____ NPPS
NP02500 RELATIONAL EDIT TABLES MENU - RELTAB
-----
      OPM              OPM              OPM              OPM
      SEL  EDIT        SEL  EDIT        SEL  EDIT        SEL  EDIT
      ---  ---        ---  ---        ---  ---        ---  ---

      -    RAPPENDG    -    RAPPENDI    -    RAPPENDJ    -    RAPPENDR
      -    RAPPENDU    -    RDCK         -    RDDE         -    RELTAB
      -    REX2        -    RGRQ         -    RLWA         -    RNOO
      -    RPPL        -    RPPO         -    RPSH         -    RPSI
      -    RPSK        -    RREQFLD      -    RSLQ         -    RSLs
      -    RSML        -    RSPC         -    RSPD         -    RSPE
      -    RSPHPPLN    -    RSPHPRAT    -    RSPL         -    RSPN
      -    RSRA        -    RSRV         -    RSRW         -    RSRX
      -    RSTK        -    RSUB         -    RTNK

-----
PF1=  HELP              PF3=  PREV SCREEN      PF5=  MAIN MENU        PF12=  END

```

Description and Execution

The Relational Edits Table Menu (RELTAB) enables an authorized individual to select a relational table to be edited. This screen displays a list of the Table IDs for all relational edit tables. To view or maintain one of these tables, enter a “X” next to the desired table ID and press **ENTER**. You will then proceed to a view of the first entry for the table you specified.

The view of the specified table will look different depending on the table chosen. If you choose RAPPENDG, RAPPENDI, RAPPENDJ, RAPPENDR, RAPPENDU, RDDE, REX2, RLWA, RNOO, RPPO, RPSH, RPSI, RREQFLD, RSLQ, RSLs, RSPC, RSPD, RSPE, RSPHPPLN, RSPHPRAT, RSPL, RSRA, RSRV, RSRW, RSRX, RSTK or RSUB from the RELTAB menu, the view will look similar to the APPENDIX G (RAPPENDG) table shown.

COMMAND: _____	NPPS		
NPO2427	APPENDIX G - RAPPENDG		

FUNCTION: R	NCC: 10000	OCC CODE: _____	OPM EDIT CODE: NSD

FUNCTIONS:	A= ADD	B= BROWSE	D= DELETE
		N= NEXT	R= RETRIEVE
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF12= END

APPENDIX G - RAPPENDG

If you choose RDCK, RGRQ, RPPL, RPSK, RSML, RSPN, or RTNK from the RELTAB menu, the view will look similar to the two versions of the Relational Edit - RPSK table shown below. The first view represents the TRIGGER portion of the edit. The Trigger is the value of a specific field which initiates a check for an acceptable Edit Value in another field. The second view represents the EDIT VALUE portion of the edit. PF9 is used to toggle between the two views. All possible values that can trigger the edit are entered using the Trigger view. All valid values based on the trigger value are entered using the Edit Value view. The text of the edit displayed on both views is derived from table TOPMMSG. The Change function is not allowed on these edits. You can only Add or Delete entries.

COMMAND: _____	NPPS		
NPO2501	RELATIONAL EDIT - RPSK		

			TRIGGER
FUNCTION: R			
THE POSITION: OCCUPIED MUST BE 3 OR 4 WHEN THE NOAC IS 142, 143, 145, 146 147, 148, 149, 542, 543, 546, 548 OR 549.			
NOAC 142__			

FUNCTIONS:	A= ADD	B= BROWSE	D= DELETE
		N= NEXT	R= RETRIEVE
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF9= EDIT VALUE
			PF12= END

RELATIONS EDIT - RPSK (TRIGGER)

COMMAND: _____	NPPS
NPO2501	RELATIONAL EDIT - RPSK

FUNCTION: R	EDIT VALUE
<p>THE POSITION: OCCUPIED MUST BE 3 OR 4 WHEN THE NOAC IS 142, 143, 145, 146 147, 148, 149, 542, 543, 546, 548 OR 549.</p>	
<p>POSOCC 3</p>	

<p>FUNCTIONS: A= ADD B= BROWSE D= DELETE N= NEXT R= RETRIEVE PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF9= TRIGGER PF12= END</p>	

RELATIONS EDIT - RPSK (EDIT VALUE)

While viewing the specified table, you may select to add a new entry, browse a list of entries, change an existing entry (unless otherwise specified), delete an existing entry, view the next entry in the table, or retrieve (jump to) the entry of your choice. Enter the letter representing your choice of functions in the Function blank.

Steps to Reach Relational Tables

1. At the Main Menu, select **3** - Application Administration.
2. At the Applications Administration Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **3** - Relational Tables.

4.3.1.3 Processing Controls Menu

```

COMMAND: _____ N P P S
NPO3000          PROCESSING  CONTROLS  --PROCNTL
-----

ENTER ONE OF THE FOLLOWING SELECTIONS:

1 - PAYROLL PROCESSING CONTROL
2 - PERSONNEL PROCESSING CONTROL
3 - INSTALLATION TABLE

SELECTION  _

-----

PF1=  HELP          PF5=  MAIN MENU          PF12=  END

```

PROCESSING CONTROLS (PROCNTL)

Description and Execution

The Processing Controls (PROCNTL) menu allows you to select one of the three options described below.

- 1 - Payroll Processing Control: View or update the Payroll Controls Table
- 2 - Personnel Processing Control: View or update the Personnel Controls Table
- 3 - Installation Table: View or update the Installation Code Table

Steps to Reach Processing Controls

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **3** - Processing Controls.

4.3.1.3.1 Payroll Processing Control

COMMAND: _____		NPPS	
NPO3100		PAYROLL PROCESSING CONTROL - CTLPAY	

FUNCTION: _		MANUALLY CONTROLLED	
PRIOR LEAVE YEAR ENDING DATE _____			
MATURE LOCK (Y/N) _	NEBA YEAR _	PARTIAL/FURLOUGH (Y/) _	
DEFAULT PAYBLOCK FOR ACCESSIONS _		TALC INSTALLED (Y/) _	
TAEDIT SCROLL SEQUENCE _ (1=PAYBLOCK & SSN 2=PAYBLOCK & NAME 3=SSN 4=NAME)			
////////// AUTOMATICALLY UPDATED WITH OVERRIDE //////////			
PAYROLL TABLE LOCK (Y/) _	TSP EFFDATE _____		
TSP TAPE SEQ _____	TAX QUARTER _		
PAY PERIOD _____	CURRENT LEAVE PERIOD _		
CURRENT PP BEGINNING DATE _____	MONTH TO DATE (Y/N) _		
CURRENT PP ENDING DATE _____	NUMBER OF LEAVE PERIODS THIS YEAR _		
FEGLI YR _____	PAYROLL DATA LOCK (Y/) _		

FUNCTIONS:	A= ADD	C= CHANGE	D= DELETE
	R= RETRIEVE		
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF12= END

PAYROLL PROCESSING CONTROL (CTLPAY)**Description and Execution**

The Payroll Processing Control (CTLPAY) template is used to display and update payroll control data defined in the Payroll Control Table. NPPS uses this data to determine if certain processing, such as quarterly processing, should be performed. This information is also used to obtain the pay period date for reports and other processing, and to determine if special or periodic processing is required. The Control Data Table Record must be changed to accommodate the type of processing to be performed.

Steps to Reach Payroll Processing Controls

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **3** - Processing Controls.
3. At the Processing Controls Menu, select **1** - Payroll Processing Control.

While viewing the Payroll Processing Control template, you may add new data, change existing data, delete existing data, or retrieve the data. Enter the letter representing your choice of functions in the function blank.

Description of User Inputs for Payroll Processing Control

Manually Controlled Values:

Prior Leave Year Ending Date Enter pay period ending date of the last leave period of the prior leave year. This field is printed on the SF 1150 (Core Report 409).

Mature Lock (Y/N) Enter **Y** to stop online personnel mature processing before the pay is computed.

CPO Center CP0 User Enters 'Y' or 'N' using 'C' Change Function, generates a 'window' listing all NASA Centers. The Mature Lock, when set, is independent of each Center.

COMMAND: _____		NPPS	
NPO3100		PAYROLL PROCESSING CONTROL - CTLPAY	
(Center ID) -----			
FUNCTION: C			
MANUALLY CONTROLLED			
PRIOR LEAVE YEAR ENDING DATE 01/04/97			
MATURE LOCK (Y/N) Y		NEBA YEAR 97	PARTIAL/FURLOUGH (Y/) _
DEFAULT PAYBLOCK FOR ACCESSIONS 01		TALC INSTALLED (Y/) _	
TAEDIT SCROLL SEQUENCE 4 (1=PAYBLOCK & SSN 2=PAYBLOCK & NAME 3=SSN 4=NAME)			
////////// AUTOMATICALLY UPDATED WITH OVERRIDE //////////			
PAYROLL TABLE LOCK (Y/) _		TSP EFFDATE 02/25/97	
TSP TAPE SEQ 4		TAX QUARTER 0	
PAY PERIOD 04		CURRENT LEAVE PERIOD 03	
CURRENT PP BEGINNING DATE 02/02/97		MONTH TO DATE (Y/N) Y	
CURRENT PP ENDING DATE 02/15/97		NUMBER OF LEAVE PERIODS THIS YEAR 26	
FEGLI YR 1997		PAYROLL DATA LOCK (Y/) _	

FUNCTIONS: A= ADD C= CHANGE D= DELETE R= RETRIEVE			
PF1= HELP		PF3= PREV SCREEN	PF5= MAIN MENU PF12= END

PAYROLL PROCESSING CONTROL - CTLPAY

COMMAND: _____		NPPS _____											
NPO3100		PAYROLL PROCESSING CONTROL - CTLPAY											
(Center ID) -----													
FUNCTION: <u>C</u>													
MANUALLY CONTROLLED													
PRIOR LEAVE YEAR ENDING DATE _____													
MATURE LOCK (Y/N) <u>Y</u>		UGH (Y/) _____											
DEFAULT PAYBLOCK FOR ACCESSI		PLEASE MARK THE CENTERS D (Y/) _____											
TAEDIT SCROLL SEQUENCE <u>4</u>		YOU WISH TO PROCESS ME 3=SSN 4=NAME) _____											
<table border="0"> <tr> <td>//////////</td> <td>AUTOMA</td> <td>Y</td> <td>1000</td> <td>//////////</td> </tr> <tr> <td></td> <td></td> <td>N</td> <td>2100</td> <td></td> </tr> </table>				//////////	AUTOMA	Y	1000	//////////			N	2100	
//////////	AUTOMA	Y	1000	//////////									
		N	2100										
PAYROLL TABLE LOCK (Y/) _____		N 2200 97											
TSP TAPE SEQ <u>4</u>		N 2300											
PAY PERIOD <u>04</u>		N 240 0 03											
CURRENT PP BEGINNING DATE <u>02</u>		N 5100 Y											
CURRENT PP ENDING DATE <u>02</u>		N 6200 ODS THIS YEAR <u>26</u>											
FGLI YR <u>1997</u>		N 6400 /) _____											
-----		N 7200 -----											
FUNCTIONS: A= ADD		N 7600 R= RETRIEVE											
PF1= HELP PF3= P		PF12= END											

PAYROLL PROCESSING CONTROL - CTLPAY

NEBA Year

Enter the date to be used in NEBA calculation.

Default Payblock for
Accessions

Enter the payblock number that NPPS will automatically assign to an accession (NOAC 1** or ***A) at the time that it is matured. This assignment may be changed later by payroll professional.

TALC Installed

Enter a **Y** to indicate that the Time, Attendance, and Labor Collection/Labor Distribution System (TALC/LD) has been installed. This will tell NPPS to create TALC notifications of NPPS actions.

T&A Scroll Option

Enter **1, 2, 3, or 4** to determine the scrolling order TAEDIT online will use.

Values to be Automatically Updated in Batch:

Payroll Table Lock (Y/) Enter **Y** to stop table changes after the initial pay computation processing (i.e., lock out online processing).

TSP Effdate The date to be used for TSP validation, TSP BP Tape, and the TSP Journal Voucher. Date is the current PP Ending Date plus 10 days.

TSP Tape Seq Sequence number which is increased by an increment of one each pay period during the production of the TSP tape.

Tax Quarter Calendar year quarter (blank, 1-4); will be blank until the last full pay period of the quarter, then it is set to a number which indicates NPPS should generate the quarterly reports produced in the current pay period.

Pay Period Pay period number (1-27).

Current Leave Period Leave period number (1-27).

Current PP Beginning Date Pay period start date (always a Sunday).

Month-to-Date (Y/N) Indicate "Month-end" with **Y** and "Not Month-end" (i.e., off-month) with **N**.

Current PP Ending Date Thirteen days from the above PP starting date (always a Saturday).

Number of Leave Periods Number of leave periods in the current year (26 or 27).

FEGLI Year The year to be used for FEGLI Age Group calculation.

Payroll Update Lock Enter **Y** to stop master file updates after the final reports process has begun (i.e., lock out online processing).

4.3.1.3.2 Personnel Processing Control

COMMAND: _____		NPPS
NPO3200		PERSONNEL PROCESSING CONTROL - CTLPER

FUNCTION: _		
OFFICE ID _____		REPORT 150,151
MAIL CODE _____		REPORT 250,251,254,369,372
CONTACT _____		REPORT 250,251,254,369,373
ORG HIERARCHICAL STRUCTURE _____		REPORT 150
TSP ENROLLMENT DATE (MM DD YY) _ _ _		REPORT 254
SIGNATURE CODES: APPROVING OFFICIAL _		REPORT 151
TSP SEASON INDICATOR _		EDITING
MATURE RUNNING (Y/N) _		INPUT CONTROL
POSITION'S _____		SF 50/52
ORG LOCATION _____		

FUNCTIONS: A= ADD C= CHANGE D= DELETE R= RETRIEVE		
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END		

PERSONNEL PROCESSING CONTROL (CTLPER)

Description and Execution

The Personnel Processing Control (CTLPER) template is used to display and update personnel control data defined in the Personnel Control Table. This data is used by NPPS to determine report cut-off dates, trigger periodic reports, and trigger on-request reports. The Control Data Table Record must be changed to accommodate the type of processing to be performed.

Steps to Reach Personnel Processing Control

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **3** - Processing Controls.
3. At the Processing Controls Menu, select **2** - Personnel Processing Control.

While viewing the Personnel Processing Control, you may add new data, change existing data, delete existing data, or retrieve the data of your choice. Enter the letter representing your choice of functions in the function blank.

Description of User Inputs for Personnel Processing Control

Office ID	Enter the OPM designated number to print on Core Reports 150 (block 48), 151, and Payroll Report 314.
Mail Code	Enter the Mail Code to print on Core Reports 250, 251, 254, 369, and 372.
Contact	Enter the Human Resources contact to print on Core Reports 250, 251, 254, and 369.
ORG Hierarchical	Enter the default hierarchical structure for the organizations at your installation. NPPS uses this structure to locate organizational names for printing on SF 50s (For further explanation, refer to Section 4.1.5 under the subheading Interrelationships).
TSP Enrollment Date	<u>TSP Enrollment Date to appear on Core Report 254. Used to determine TSP Eligibility Code for Employee Express Extract to OPM. Used to determine TSP Status Code when employee stops TSP contributions. Must be changed on the first day of Open Season, to be the first day of the first full pay-period in the enrollment month.</u> Enter date to appear on Core Report 254.
Signature Code:	Enter the Signature Code that corresponds to the signature Approving Official to print on Core Report 151.
TSP Season Indicator	Indicates whether the TSP season is Open (O) or Closed (C). When the TSP Season is set to Closed, NPPS will only accept TSP Status Codes of Ineligible (I) or Terminated (T). You must change the indicator to Open (O) in order to hire employees with a TSP status of Yes (Y), No (N), or Eligible (E) without bypassing the edits.
Position's Org Location	Enter the name, city, and state where the organization is located as it is shown on the position description to print on the SF 50/52, blocks 14 and 22.
Mature Control	This code is program generated, but may be overridden. If you initiate a run of the mature process, NPPS checks this field to verify another mature process is not already running (i.e., this field will have a value of "N"). Then NPPS sets the field to "Y" and begins the mature process you requested. When the mature process is finished, NPPS resets this field to "N" so another mature process may be run at your option. Should NATURAL go down while a mature process is running, you may need to

manually reset this field to "N" before you can restart the mature process.

Note: There is only one personnel processing control record per installation. This record is automatically retrieved when you move to the Personnel Processing Control template. You may change the record using the function code "C." You do not need to use the function code "R" for retrieve in order to view this record since all information in the record was entered when NPPS was installed at your site. It is unlikely, therefore, that you will add or delete this record.

4.3.1.3.3 Installation Name

COMMAND: _____		NPPS	93-01-15
NPO3300		INSTALLATION NAME - TINSTALL 1 OF 2	09:46:40

FUNCTION: _	DUTY STATION: _____
INSTALLATION NAME/ADDRESS/CITY-STATE-ZIP	ADDITIONAL ADDRESS FOR SSA TAPE
_____	_____
_____	FEDERAL TAX W2 ID: _____

--- FEDERAL RESERVE BANK ----- V O U C H E R ----- TSP CONTACT -----

NAME/ADDR-1/ADDR-2/CITY-STATE-ZIP	NAME: _____
_____	PHONE: _____
_____	LOC: _____

APPROPRIATION CODE: _____

BOND FEDERAL RESERVE BANK CITY: _____

PAYROLL OFFICE NO: _____ AGENCY CODE: _____

FUNCTIONS: A= ADD	C= CHANGE	D= DELETE	R= RETRIEVE
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END_		

INSTALLATION NAME - TINSTALL (PAGE 1)

COMMAND: _____		NPPS	93-01-15
NPO3300		INSTALLATION NAME - TINSTALL 2 OF 2	09:47:13

FUNCTION: _	V O U C H E R
-------------	---------------

----- NEBA CHECK -----

DEFAULT NEBA CHAPTER	ALTERNATE NEBA CHAPTER (1)
NAME/ADDR-1/ADDR-2/CITY-STATE-ZIP	NAME/ADDR-1/ADDR-2/CITY-STATE-ZIP
_____	_____
_____	_____
_____	_____

FUNCTIONS: A= ADD	C= CHANGE	D= DELETE	R= RETRIEVE
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END_		

INSTALLATION NAME - TINSTALL (PAGE 2)

Description and Execution

The Installation Name (TINSTALL) template is used to display and update the Installation Code Table. Each NASA installation represents one table entry.

Steps to Reach Installation Name

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **3** - Processing Controls.
3. At the Processing Controls Menu, select **3** - Installation Table.

Description of User Inputs for Installation Name Table

In order to retrieve the data for your installation, enter the function code **R** and your installation code, then press **ENTER**. To change data for your installation, change the function code to **C** and type in your changes, then press **ENTER**.

		<u>Source</u>
Installation Code	Code which identifies the installation.	User
Installation Name	Name of the installation.	User
Installation Address	Address of the installation.	User
Installation Duty Station	Duty station code which will be used on certain reports.	User
Additional Address For SSA Tape	Additional address lines used to further identify the installation address when submitting the SSA tape during pay year-end processing.	User
Federal Tax W2 ID	ID assigned by the federal government to the installation; it is read from here and placed on every W-2 during pay year-end processing.	User
NEBA Check: Name Address City-State-Zip	Name and address of the institution which receives the NEBA pay from the installation each pay period. Two sets are provided. One for the Default NEBA Chapter and another for the Alternate NEBA Chapter.	User

Federal Reserve Bank: Name Address City-State-Zip	Name and address of the federal reserve bank which receives the tax pa from the installation each pay period.	User
Appropriation Code	Up to two other appropriation codes may be entered which may be used for other agencies (e.g., Army, when vouchering). These codes appear on the SF 1166 Voucher Schedule of Pay.	User
TSP Contact Name	Name of the installation TSP contact which appears on TSP tape.	User
Phone	Phone number of the installation payroll contact which appears on TSP tape and EFT tape.	User
Location	Sixteen-digit number which rep resents the installation and appears only on TSP tape.	User
Agency Code	Four-digit number which will be assigned (as a default) for accessions.	User
Payroll Office Number	Eight-digit number which identifies the agency and appears on EFT tape and NET tape.	User
Bond Federal Reserve Bank City	Fifteen-digit number which identifies the Bond Federal Reserve Bank City for payroll Core Report 406.	User

4.3.1.4 Help Maintenance

You may access the help facility by pressing **PF1** (Help) from any menu or template in the entire NPPS.

For example, to access help while viewing the following Master Employee Record Data Entry Menu, press **PF1**.

COMMAND: _____	NPPS	
NAO1000	MASTER EMPLOYEE RECORD DATA ENTRY MENU - MMER	2

ENTER ONE OF THE FOLLOWING SELECTIONS: _		
1 - MASTER SELECTION MER MENU		
2 - EMPLOYEE LOCATION MENU		
3 - CURRENT PP PAY ACTIONS MENU		
4 - LEAVE HOURS ADJUSTMENTS MENU		
5 - DOLLAR ACCUMULATIONS ADJUSTMENTS MENU		
6 - MER CONTROLS AND QUERIES MENU		
7 - PAYROLL SUSPENSE MAINTENANCE QUERY		
8 - MASS AND GLOBAL TRANSACTIONS MENU		
9 - START NEW EMPLOYEE ADD CHAIN		

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
		PF12= END

MASTER EMPLOYEE RECORD DATA ENTRY MENU

You will then proceed to the first page of the help screen(s) that accompany this particular menu PF1 (refer to the following screens). The help screen(s) which accompany menus always describe the choices available from the menu. The help screen(s) that accompany templates provide an explanation of the function field and refer you to the data dictionary for information regarding other fields which appear on the template.


```
NSS0004                      NPPS
MODE: DISPLAY                HELP FACILITY

TEMPLATE ID: MMER           PAGE NUMBER: 1      FUNCTION: R
-----

USE:                        TO:

1 - Master Selection MER Menu  Access any of the MER Modules pertaining
                               to deductions, pay adjustments, leave
                               adjustments, YTD, query, miscellaneous,
                               suspend, and mass.

2- Employee Location Menu      Display/update information pertaining to
                               distribution of pay-related data.

3 - Current PP Pay Actions Menu  Process current pay period actions.

Screen 1 of 3
-----
FUNCTIONS:  A= ADD   C= CHANGE   D= DELETE   I= INSERT   R= RETRIEVE
PF1= TOP PF2= DISP/UPDT MODE PF3= END  PF4= DD PF7= BKWD  PF8= FWD  PF9= COPY
```

HELP FACILITY FOR MMER (PAGE 1)

```
NSS0004                      NPPS
MODE: DISPLAY                HELP FACILITY

TEMPLATE ID: MMER           PAGE NUMBER: 2      FUNCTION: R
-----

USE:                        TO:

4 - Leave Hours Adjustments Menu  Update an employee's record to
                               reflect leave hours.

5 - Dollar Accumulations Adjustments Menu  Change an employee's dollar
                               accumulation amounts.

6 - MER Controls and Queries Menu  Display an employee's payroll
                               information.

Screen 2 of 3
-----
FUNCTIONS:  A= ADD   C= CHANGE   D= DELETE   I= INSERT   R= RETRIEVE
PF1= TOP PF2= DISP/UPDT MODE PF3= END  PF4= DD PF7= BKWD  PF8= FWD  PF9= COPY
```

HELP FACILITY FOR MMER (PAGE 2)

NSS0004		NPPS	
MODE: DISPLAY		HELP FACILITY	
TEMPLATE ID: MMER	PAGE NUMBER: 3	FUNCTION: R	

USE:		TO:	
7 - Payroll Suspense Maintenance Query		Display suspended payroll information for an individual employee or group of employees.	
8 - Mass and Global Transactions Menu		Access the option to perform mass changes on payroll information.	
9 - Start New Employee Add Chain		View a list of new employees and initiate the add chain.	
Screen 3 of 3			

FUNCTIONS: A= ADD C= CHANGE D= DELETE I= INSERT R= RETRIEVE			
PF1= TOP PF2= DISP/UPDT MODE PF3= END PF4= DD PF7= BKWD PF8= FWD PF9= COPY			

HELP FACILITY FOR MMER (PAGE 3)

Help Screen Conventions

Each help screen, or set of help screens, is unique because it describes the function of the menu or template it accompanies. However, all help screens share some common features and functions.

Title Line One (from left to right):

Mode This field indicates whether the help facility is displaying the screen in **Display** mode, or **Update** mode. While in the Display mode, the screen may be viewed, but its contents may not be changed. However, in the update mode, the contents of the screen you are viewing may be modified. When the help facility is first requested, NPPS always presents the help screen(s) requested in the Display mode.

NPPS Help
Facility

This title appears at the top center of all help screens.

Title Line Two (from left to right):

Template ID This field displays the abbreviated name of the menu or template the help screen accompanies. For example, the help screen which accompanies the Master Employee Record Data Entry Menu has the template ID of MMER.

Page Number This number represents the page sequence within a set of help screens. When the help facility is first requested, NPPS displays the first screen in the set of screens (i.e., page 1).

Function This field identifies the function you want to perform while viewing the help screen. While you are in the Display mode, the function will always be "R" for retrieve. You may change the function only after you have changed the mode to Update.

Bottom Line One (from left to right):

This line displays the five functions available while in the Update mode. While in the Display mode, NPPS requires the function to be "R" for retrieve.

A=Add Allows you to add a new help screen. You may type in a new template ID and/or page number prior to the add process in order to produce an entirely new screen. This function allows you to expand the help facility to include assistance for requirements that are unique to your installation.

C=Change Allows you to change the contents of the help screen you are viewing.

D=Delete Allows you to delete an entire screen at the time you are viewing it. If the screen was part of a set of screens, the page number of any remaining subsequent screen will automatically be renumbered.

I=Insert Allows you to insert a new page preceding the screen you are viewing. The newly inserted screen will have the same template ID and page number as the original screen you were viewing when the insert request was made. NPPS automatically sets the function on the new screen to change, allowing the inserted screen to be filled with new information. The page number of the original screen and every screen thereafter will be automatically increased by one.

R=Retrieve Allows you to retrieve a help screen. To view a screen within the help facility while you are viewing a different help screen, type in the template ID and page number of the screen you want to view, and NPPS will display the specified screen.

Bottom Line Two (from left to right):

- | | |
|--------------------|---|
| PF1=Top | Moves the cursor to the top left corner of the help screen. |
| PF2=Disp/Updt Mode | Allows you to switch from the Display mode to the Update mode and from the Update mode back to the Display mode. |
| PF3=End | Allows you to leave the help facility and return to the menu or template which you were viewing when you originally requested help. |
| PF4=DD | Allows you to access the data dictionary. |
| PF7=Bkwd | Allows you to move through a set of help screens one page at a time, in decreasing page number order. |
| PF8=Fwd | Allows you to move through a set of help screens one page at a time, in increasing page number order. |
| PF=Copy | Allows you to copy an existing set of help screens so that you have two sets with two different template IDs, but identical contents. |

Help Screen Maintenance

Authorized individuals may modify the narratives on the help screens by performing any of the procedures explained as follows. Changes made to the help facility are a permanent part of an installation's NPPS system; they may be viewed by any individual who can access the corresponding template or menu. There is no limit to the number of changes that an installation can make to its help facility.

Steps to Retrieve a Specific Help Screen

1. From any template or menu, press **PF1** (Help).
2. Press **PF8** (Forward) and **PF7** (Backward) to move through a set of help screens; or tab to the Page Number field and type in the number of your choice, then press **ENTER** to proceed to the specified page number.
3. Enter a different abbreviated template or menu name in the Template ID field and the desired page number, then press **ENTER** to proceed to the specified help screen.
4. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

Note: Any individual may execute the help screen retrieve procedure.

Steps to Change the Contents of a Help Screen

1. Retrieve the help screen to be changed.
2. Press **PF2** to change the mode to Update.
Note: The function automatically becomes "C" for change.
3. Change the contents of the screen.
4. Press **ENTER** and view a message which indicates the changes have been saved.
5. Press **PF2** to return to the Display mode.
6. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

Steps to Insert a Page Within a Set of Help Screens

1. Retrieve the help screen in front of which a new screen is to be inserted.
2. Press **PF2** to change the mode to Update.
3. Change the function to **I** for insert.
4. Press **ENTER** and view the newly inserted screen which has the same template ID and page number as the original screen. The original screen, and any subsequent screens, will be renumbered so their page number is increased by one. The function will automatically change to "C" so the newly inserted screen may be filled with new information. (Refer to "Steps to Change the Contents of a Help Screen" above.)
5. Press **PF2** to return to the Display mode.
6. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

Steps to Add a New Set of Help Screens

1. Retrieve any help screen.
2. Press **PF2** to change the mode to Update.
3. Change the function to **A** for add.
4. Type in the template ID and page number for the new screen.
5. Press **ENTER** and view the newly added screen with the new template ID and page number you specified. You may now revise the screens to change the contents you specify.

6. Press **PF2** in order to return to the Display mode.
7. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

Steps to Delete a Help Screen

1. Retrieve the help screen to be deleted.
2. Press **PF2** to change the mode to Update.
3. Change the function to **D** for delete.
4. Press **ENTER** and view a message which prompts you to confirm deletion of this screen by pressing **PF11**.
5. Press **PF11** to delete the screen and view a message that the specified screen has been deleted. Any subsequent screens within the set will be renumbered accordingly.
6. Press **PF2** to return to the Display mode.
7. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

Steps to Copy a Help Screen

1. Retrieve the help screen or set of screens to be copied.
2. Press **PF9** to proceed to the Copy help screen.
3. Type in the template ID of the existing help screen or set of screens from which you want to copy.
4. Type in a new template ID for the new screen or set of help screens to which you want to copy and press **ENTER**.
5. Type in the new template ID and view the new help screen or set of screens which are the result of the copy process. You now have two different screens or sets of screens with identical contents and unique template IDs.
6. Press **PF2** to return to the Display mode.
7. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

4.3.1.5 Ad Hoc Reporting (Super Natural)

```

                                NPPS
NPO0000          M A I N   M E N U
-----

ENTER YOUR PASSWORD AND ONE OF THE FOLLOWING SELECTIONS:

1 - PERSONNEL
2 - PAYROLL
3 - APPLICATION ADMINISTRATION
4 - EXIT TO SUPER NATURAL

NPPS PASSWORD          SELECTION _

-----
PF1=  HELP          PF12=  END
```

EXIT TO SUPER NATURAL

Description and Execution

The ad hoc reporting tool recommended for use with NPPS is SUPER NATURAL. It has been adopted by the Automated Information Council as a standard tool. Selecting Exit to SUPER NATURAL (option 4) from the NPPS Main Menu takes you directly to your SUPER NATURAL private library. If you receive a message stating you are not authorized to use SUPER NATURAL, contact your supervisor or SUPER NATURAL system administrator to obtain this authorization. SUPER NATURAL is a commercial product which is distributed and maintained by Software AG. Since you should have access to a SUPER NATURAL User's Manual (also produced by Software AG) the UOG does not explain the use of SUPER NATURAL. Each installation has the responsibility to provide its members with training in basic SUPER NATURAL query and reporting skills.

To learn how to use SUPER NATURAL in conjunction with the NPPS data files, however, we recommend you take one of the NPPS Query and Reporting courses.

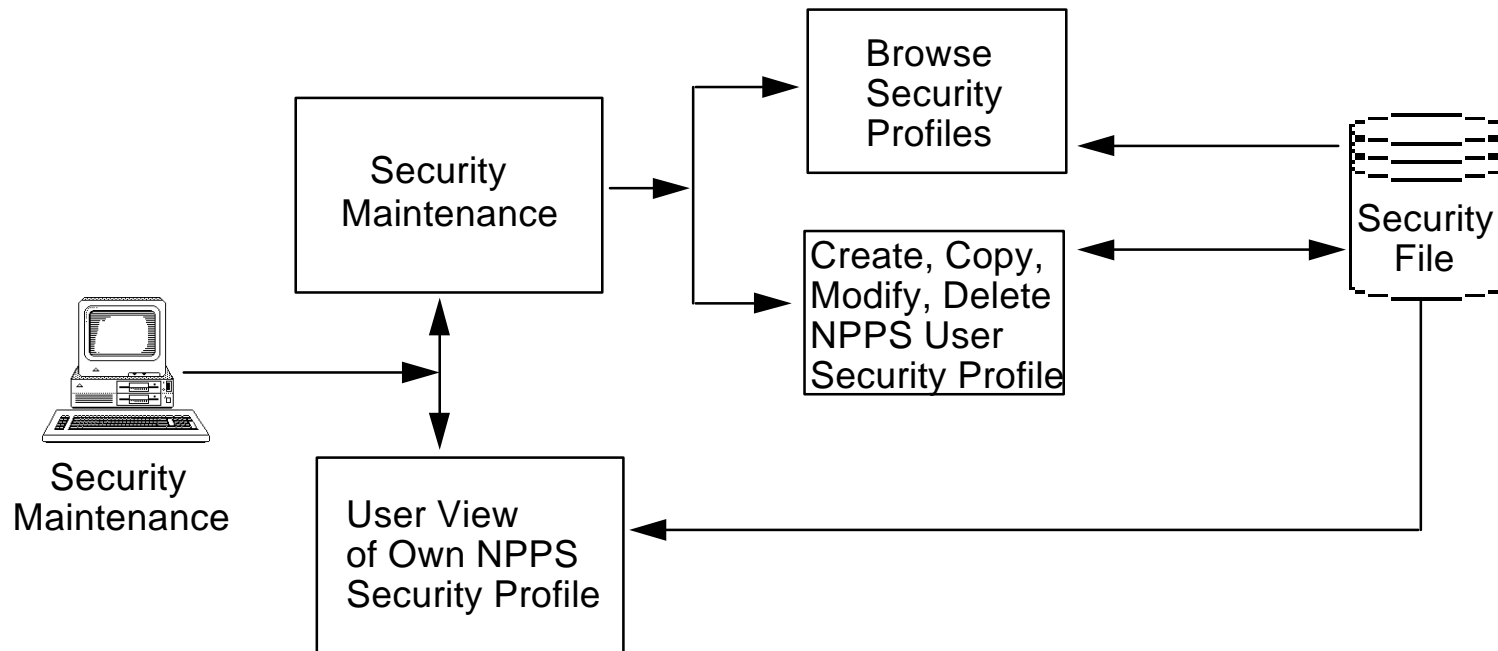
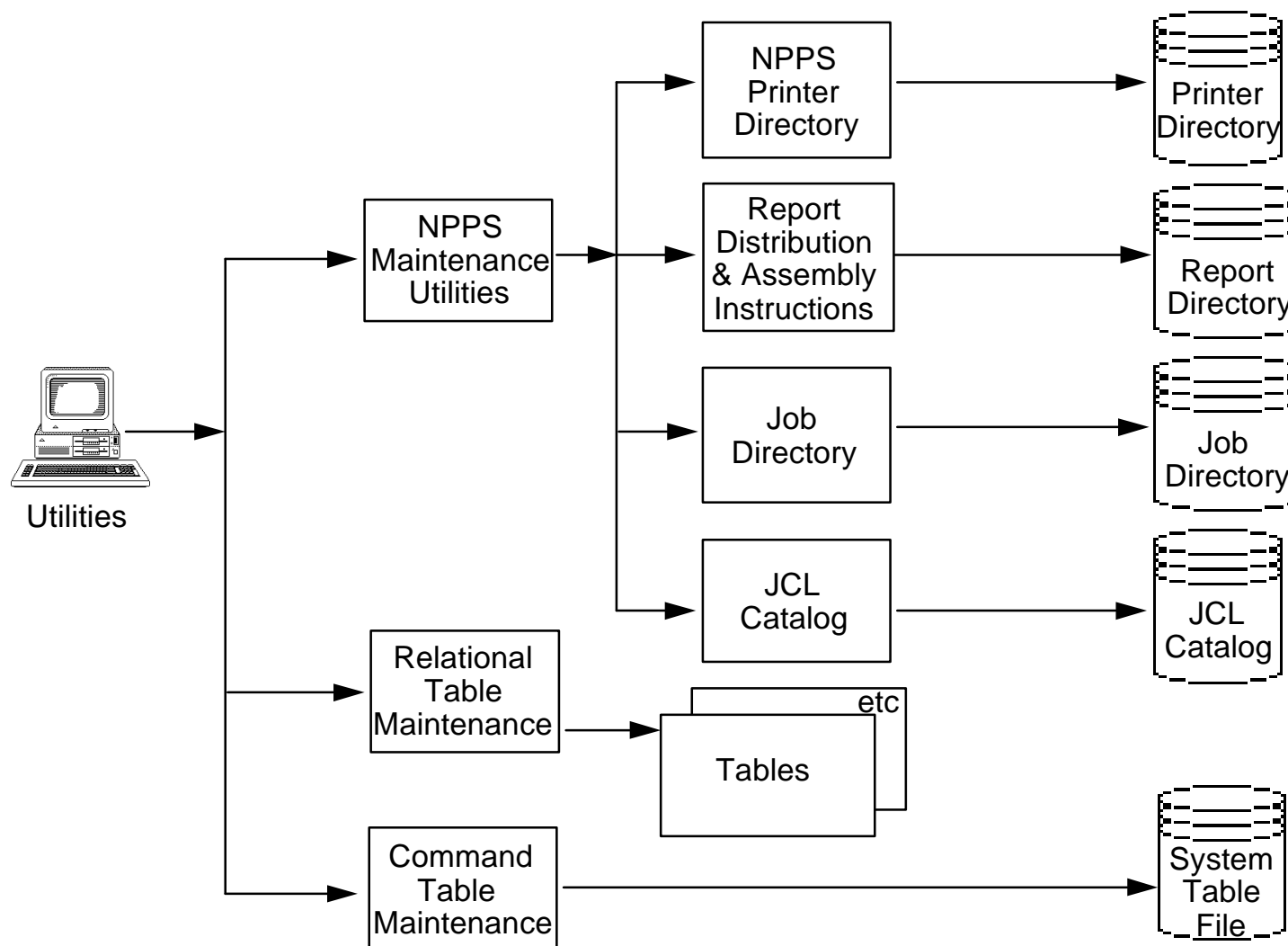


Figure 4.3.1.1-1 security maintenance

**Figure 4.3.1.1-1 security maintenance**

APPENDIX C
PRODUCTION OPERATIONS GUIDE FOR THE
NASA PERSONNEL/PAYROLL SYSTEM

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PRODUCTION OPERATIONS GUIDE FOR THE NASA PERSONNEL/PAYROLL SYSTEM

This appendix provides the necessary information for Production Support personnel to run NPPS batch jobs. Initiation Procedures, including the use of the BJS, and Monitoring Procedures are explained in detail in section 5.0.

Each job will be treated as a separate section. The information for each section will include a brief overview, the expected execution schedule, data inputs expected for each process, any special instructions, and an output validation and product checklist.

The batch jobs are separated into predefined NPPS processes and individual reports, each of which may be run independently.

C.1 NE00008 PERSONNEL BATCH MATURE

C.1.1 Operations Overview

This job is executed to apply suspended personnel transactions to the database. As each transaction to be matured is selected from the NPS2-PER-SUSPENSE file, that transaction is completely re-edited unless edits were bypassed when the transaction was placed on this file. If a transaction fails any edit, it is not matured, and all subsequent transactions for that same employee are not matured. Each transaction successfully passing all edits updates the NPPS database.

The Personnel Batch Mature process also schedules job NE00002 (Mature Reports).

C.1.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.1.3 Execution Schedule

This job is run on request.

C.1.4 Data Inputs

This job is scheduled through the BJS Mature Process component. Inputs are as follows.

- Effective date - Determines which suspended transactions are to be matured. Any suspended action is matured if the transaction effective date falls on or before the effective date supplied.

- Which employees to be matured - Option provided to choose all employees by leaving SSN areas blank or only selected employees.

C.1.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.1.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.1.7 Special Instructions

If the job aborts, a database restore must be completed before a rerun.

C.1.8 Output Validation and Product Checklist

Outputs resulting from this job are as follows.

- NPS2-PER-HISTORY file updated with a before-and-after image of the employee's master record
- NPS2-PER-MASTER file updated
- NPS2-PAY-MASTER file updated
- NPS2-TALC-INT file updated (if TALC Prsnt Cntrl Flag = "Y")
- NPS2-TX-FILE file update
- NPS2-IMFH file updated
- NPS2-PER-SUSPENSE file updated to flag transactions involved in the Mature process

This job schedules NE00002 which produces these reports.

- Report 358 - Mature Transaction and Error Report
- Report 359 - Mature Transaction Integration Report

C.2 NE0SF50 PERSONNEL SF 50

C.2.1 Operations Overview

This job is run in batch to print out employee data on SF 50s. The job is automatically scheduled and run from the online SF 50 process.

C.2.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.2.3 Execution Schedule

The job is run as required.

C.2.4 Data Inputs

Inputs are provided by the online user.

C.2.5 Initiation Procedures

The job is passed to JES immediately and should execute within 15 minutes.

C.2.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.2.7 Special Instructions

None.

C.2.8 Output Validation and Product Checklist

SF 50 forms are printed.

C.3 NE00010 PERSONNEL IN LIEU OF SF 50

C.3.1 Operations Overview

This job is run to generate memos of approved personnel actions that do not require an SF 50 to be printed.

C.3.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.3.3 Execution Schedule

This job is run on request.

C.3.4 Data Inputs

The following are inputs to this job.

- Whether to disregard print flag (this will result in another print-out even though one has already been produced and the print flag has been set)
- Whether to print actions with NOAC
- Desired sort sequence (name or organization assigned)
- Facility Code

C.3.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.3.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.3.7 Special Instructions

None.

C.3.8 Output Validation and Product Checklist

The following output is produced.

- Report 151 - Approved Action Not Requiring a SF 50
- PER-SUSPENSE updated to indicate memo has been printed

C.4 NE00253 PERSONNEL TRAINING DATA SYSTEMS INTERFACE

C.4.1 Operations Overview

This job is run to apply training actions to the NPPS files. These actions will have been placed on external file NPS2-TRN-INT, and will be written to NPS2-TX-FILE. At the end of the job, the interface file will have been deleted.

C.4.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.4.3 Execution Schedule

This job is scheduled through the online BJS as required.

C.4.4 Data Inputs

One of the following sort sequences must be selected.

- SSN, NOAC, effective date
- Name, NOAC, effective date

The external NPS2-TRN-INT file is input to the process. The format of this file, according to its Data Definition Module, is shown in Figure C.4.4-1.

TYL	DB	NAME	F	LENG	S	D	REMARKS
1	AA	TR-INT-NOAC	A	5	F		
1	AB	TR-INT-ACDATE	N	8.0			
1	AC	TR-INT-SSN	A	9	F		
1	AN	TR-INT-ACADCRED	A	1	F		
1	AO	TR-INT-COMPDTE	N	8.0	N		
1	AP	TR-INT-TYPE	A	2	F		
1	AQ	TR-INT-DIRCOSTCODE	A	1	F		
1	AR	TR-INT-DIRCOSTDLRS	N	7.0	N		
1	AS	TR-INT-INDCOSTCODE	A	1	F		
1	AT	TR-INT-INDCOSTDLRS	N	7.0	N		
1	AU	TR-INT-DTYHRS	N	4.0	N		
1	AV	TR-INT-NONDTYHRS	N	3.0	N		
1	AW	TR-INT-PURPOSE	A	1	F		
1	AX	TR-INT-SOURCE	A	2	F		
1	AY	TR-INT-SPECIALPGM	A	2	F		
1	AZ	TR-INT-COURSETTL	A	30	N		
1	BA	TR-INT-INST	A	26	N		
1	BB	TR-INT-CLERK	A	12	N		
1	BC	TR-INT-BYPASS	A	1	F		

Figure C.4.4-1 Format of NPS2-TRN-INT, the Training Interface File

C.4.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.4.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.4.7 Special Instructions

The NPS2-TRN-INT file must be loaded before this job is run.

C.4.8 Output Validation and Product Checklist

The following files are updated.

- NPS2-TX-FILE file
- NPS2-IMFH

The following report is printed.

- Report 253 - Training Data System Standard Interface

C.5 NE00366 PERSONNEL INSTALLATION-UNIQUE INTERFACE

C.5.1 Operations Overview

This job is run to read personnel actions that have been placed on external file NPS2-PERACT-INT and write them to suspense (NPS2-PER-SUSPENSE). At the end of the job, the NPS2-PERACT-INT file will have been deleted.

C.5.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.5.3 Execution Schedule

This job is run on request.

C.5.4 Data Inputs

The NPS2-PERACT-INT file is input.

C.5.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.5.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.5.7 Special Instructions

None.

C.5.8 Output Validation and Product Checklist

Outputs are as follows.

- Updated file - NPS2-PER-SUSPENSE
- Report 366 - Installation-Unique System Interface Major Errors Report

C.6 NE00096 PERSONNEL MASTER FILE TIME RECALCULATION

C.6.1 Operations Overview

This job is run to update time-dependent fields (Age: Current, Grade: Time-in-Grade, Install: Time Current, SCD: Fed Years, and SCD: NASA Years) on NPS2-PER-MASTER.

C.6.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.6.3 Execution Schedule

The job is run as required.

C.6.4 Data Inputs

None.

C.6.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.6.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.6.7 Special Instructions

If the job aborts, a database restore must be completed before a rerun.

C.6.8 Output Validation and Product Checklist

The following outputs are produced.

- Updated file - NPS2-PER-MASTER
- Report 9600 - Master Time Recalculation Report

C.7 NE00001 PERSONNEL PLANNING ACTIONS REPORT

C.7.1 Operations Overview

This job is run to produce two reports after planning actions have been generated. The job is automatically placed on the job queue by the online planning action process if any actions with Nature of Action Codes of 891 and 893 (Within Grade Increase) or 943 (Thrift Savings Plan) are placed on the NPS2-PER-SUSPENSE.

C.7.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.7.3 Execution Schedule

This is run after planning actions have been generated, usually at the beginning of each month.

C.7.4 Data Inputs

The following input parameters must be provided.

- Report sequence of SSN, NOAC, effective date or report sequence of name, NOAC, effective date (default value equals 19890101)

C.7.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.7.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.7.7 Special Instructions

None.

C.7.8 Output Validation and Product Checklist

This job produces the following report.

- Report 356 - Excess LWOP Report

C.8 NE00002 PERSONNEL MATURE REPORTS

C.8.1 Operations Overview

The Personnel Mature Reports job is scheduled through the Online Mature Process automatically when the user elects to run the mature process online, or it may be scheduled in the BJS.

C.8.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.8.3 Execution Schedule

After transactions have been matured online, this is automatically submitted to the job queue of BJS. Suspended actions that are matured and over five days old will be deleted from NPS2-PER-SUSPENSE at the end of this run.

C.8.4 Data Inputs

If this job is scheduled through BJM, the user provides start and stop dates and sort sequence (payblock or organization assigned) when the job is scheduled.

C.8.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.8.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.8.7 Special Instructions

This job will start only if the Mature control flag is "N" on the Personnel Control Screen. This will prohibit conflict between the reporting and mature update process.

C.8.8 Output Validation and Product Checklist

This job results in two reports.

- Report 358 - Transaction/Error Report
- Report 359 - Mature Integration Report

C.9 NE00003 PERSONNEL DAILY REPORTS

C.9.1 Operations Overview

This job is run to print reports of the messages written daily in order to maintain a transaction audit trail. The job produces reports for both Personnel and Payroll.

C.9.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.9.3 Execution Schedule

This job must be run daily after prime shift (after daily online input has been completed).

C.9.4 Data Inputs

None.

C.9.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.9.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.9.7 Special Instructions

None.

C.9.8 Output Validation and Product Checklist

This job produces the following reports.

- Report 152 - Table Action Report
- Report 9600 - Master time Recalculation Report
- Report 201 - Transaction Report (Payroll)
- Report 5010 - Administrative Transaction Report

C.10 NA00013 PAYROIL PAY YEAR-END

C.10.1 Operations Overview

This job initializes the pay year-to-date data on the payroll master, produces year-end reports and W-2 forms, the social security tape, and sets a flag that marks inactive employees for deletion at leave year-end (if the delete parameter is selected). The specific steps performed are as follows.

Step 1 - CSRS annual retirement summary produced

Step 2 - FERS annual retirement summary produced

Step 3 - Quarterly federal tax report produced

Step 4 - Social Security Administration tape produced and a report printed which summarizes the data contained on the tape

Step 5 - W-2 forms printed and two reports produced

Step 6 - Pay year-end updated, refer to Section C.11.8

Step 7 - Inactive employees marked for deletion at leave year-end

C.10.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.10.3 Execution Schedule

This job must be run after the last full pay period of the pay year in which employees receive payment.

C.10.4 Data Inputs

Following are the inputs for this job.

- FERS Account:
sort sequence 1, 2, 3, or 4
- Year End Delete:
inactive employee delete option Y or N
termination date to be used for selection if option Y chosen
- W2 Forms:
print selection 1 or 2
sequence selection 1 through 8
- Quarterly Federal Tax Report:
select FIT, FICA, HIT
sequence 1 or 2
- CSRS Account:
sequence 1, 2, 3, or 4
- SSA TAPE report:
report year wanted

C.10.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.10.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.10.7Special Instructions

This job may be restarted if it aborts while processing a NATURAL step. Restart is required if the BJS log contains the message "***nn RESTART IS REQUIRED FOR program name." The "nn" identifies which BJS support program caught the error (NPB40nn). Initiate restart by scheduling the job with an "R" using the BJS.

C.10.8Output Validation and Product Checklist

Step 1 - Report 416 - CSRS Annual Retirement Summary

Step 2 - Report 417 - FERS Annual Retirement Summary

Step 3 - Report 421 - CSRS Accounting

Step 4 - Report 422 - FERS Accounting

Step 5 - Report 415 - Quarterly Federal Tax Report

Step 6 - Year-End Tape - JJJJJJ.TAPE.YEAREND and Report 508,
Social Security Tape - S Record Statistics

Step 7 - W-2s printed

- W-2 tape - JJJJJJ.TAPE.W2

- Report 418 - Edit Listing

- Report 418 - W-2 Edit Report and Statistics

Step 8 - Files updated - NPS2-PAY-MASTER, NPS2-MER-FILE

- Report 6050 - Pay Year-end Report

C.11 NA00014 PAYROIL LEAVE YEAR-END

C.11.1Operations Overview

This job initializes the leave year-to-date data on the payroll master, produces leave year-end reports, deletes inactive employees from the master files if selected during the pay year-end process, and computes the projected annual leave balance and the NEBA Age for all active employees. These are accomplished in the following steps.

Step 1 - Updates for the leave year-end performed

Step 2 - Inactive employees deleted from the files and summary report created

Step 3 - Update FEGLI year and recompute FEGLI age group for each employee

Step 4 - Donated Annual Leave History Report

Step 5 - Projected Annual Leave computation for all active employees

Step 6 - NEBA Age recalculation

C.11.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.11.3 Execution Schedule

This job should run immediately before the first full pay period of the calendar year to initialize leave data for the new leave year.

C.11.4 Data Inputs

Following are the input parameters for this job.

- Sequence of name or SSN (default equals SSN)
- Effective year for Donated Leave

C.11.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.11.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.11.7 Special Instructions

This job may be restarted if it aborts while processing a NATURAL step. Restart is required if the BJS log contains the message "***nn RESTART IS REQUIRED FOR program name." The "nn" identifies which BJS support program caught the error (NPB40nn). Initiate restart by scheduling the job with an "R" using the BJS. If program NAB6033 has started, the FEGLI year on the CTLPAY screen must be reduced by 1 year before restarting the job.

C.11.8Output Validation and Product Checklist

The following are output from this job.

Step 1 - Files updated - NPS2-PAY-MASTER and NPS2-MER-FILE

Step 2 - Files updated - NPS2-PAY-MASTER and NPS2-PER-MASTER

- Report 6032 - Inactive Employee Deletion

Step 3 - Files updated - NPS2-PAYCTL-TABLE and NPS2-PAY-MASTER

Step 4 - Report 109 Donated Annual Leave History

Step 5 - Files updated - NPS2-PAY-MASTER

Step 6 - Files updated - NPS2MER-FILE

C.12 NA00015 PAYROIL FISCAL YEAR-END

C.12.1Operations Overview

This job initializes military leave and other fiscal year-to-date data and computes prior year carryover for military leave in days.

C.12.2Operations Owner/User

This information is to be supplied by the receiving installation.

C.12.3Execution Schedule

This job is to be run immediately before the first full pay period in October to initialize data for the new fiscal year.

C.12.4Data Inputs

None.

C.12.5Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.12.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.12.7 Special Instructions

This job may be restarted if it aborts while processing a NATURAL step. Restart is required if the BJS log contains the message "***nn RESTART IS REQUIRED FOR program name." The "nn" identifies which BJS support program caught the error (NPB40nn). Initiate restart by scheduling the job with an "R" using the BJS.

C.12.8 Output Validation and Product Checklist

The following are outputs from this job.

- Files updated - NPS2-MER-FILE
- Report 6020- Military Leave Fiscal Year End Report

C.13 NA00018 PAYROIL NEBA AGE CALCULATION

C.13.1 Operations Overview

This job calculates the NEBA age for those employees participating in the NEBA life insurance payroll deduction program. This job also computes the employees' age classes based on the new NEBA ages.

C.13.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.13.3 Execution Schedule

This job is executed on request.

C.13.4 Data Inputs

None.

C.13.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.13.6Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.13.7Special Instructions

If the job aborts during the run, the files must be reloaded.

C.13.8Output Validation and Product Checklist

The following is output from this job.

- Updated file - NPS2-PAY-MASTER
- Report 6010 - NEBA Update

C.14 NA00009 PAYROIL NORMALS RECOMPUTATION

C.14.1Operations Overview

The purpose of this job is to recalculate normals for each eligible employee and accumulate totals by payblock and installation. The following steps will be executed.

Step 1 - Report produced of old versus new normals for each employee whose old and new normals are different on the input file

Step 2 - Old equated to new normals

Step 3 - All normals recomputed for all eligible employees

Step 4 - A report of old versus new normals for each employee whose normals changed as a result of the recalculation produced

Step 5 - Old equated to new normals again

C.14.2Operations Owner/User

This information is to be supplied by the receiving installation.

C.14.3Execution Schedule

This job is run on request.

C.14.4Data Inputs

Step 1 - Required input parameter for sort sequence

- Name - enter 1
- SSN - enter 2

Step 2 - None

Step 3 - None

Step 4 - None

Step 5 - None

C.14.5Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.14.6Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.14.7Special Instructions

This job may be restarted if it aborts while processing a NATURAL step. Restart is required if the BJS log contains the message "***nn RESTART IS REQUIRED FOR program name." The "nn" identifies which BJS support program caught the error (NPB40nn). Initiate restart by scheduling the job with an "R" using the BJS.

C.14.8Output Validation and Product Checklist

The following are output from this job.

Step 1 - Report 101 - Old Versus New Normals Report (for each employee whose old and new normals are different on the input file)

Step 2 - Updated file - NPS2-PAY-MASTER

Step 3 - Updated file - NPS2-PAY-MASTER

Step 4 - Report 101 - Old Versus New Normals Report (for each employee whose normals changed as a result of the recalculation produced)

Step 5 - Updated file - NPS2-PAY-MASTER

C.15 NA00006 PAYROIL PAY PERIOD INITIALIZATION

C.15.1 Operations Overview

This is a multipurpose job having the primary purpose of initializing the payroll master file for the new pay period. A number of payroll processes and reports are also steps in this job. In addition, the transaction history file will be initialized in this run. The steps contained in the job are as follows.

Step 1 - Execute the TALC "Post As Paid" process (if TALC Prsnt Cntrl Flag = Y)

Step 2 - Gains and losses to normals from payblock migration (moving employees from one payblock to another) producing a report

Step 3 - Payblock changes effective for the new pay period that were entered in the current pay period are applied

Step 4 - Normals equate (sets old Normals fields to the values of the corresponding new Normals fields)

Step 5 - Pay period initialization to initialize the data fields reused each pay period (and the quarterly and monthly accumulator fields when appropriate)

Step 6 - Initialize the NPS2-PAY-TA-DATA file (if TALC Prsnt Cntrl Flag = Y)

Step 7 - Initialize Transaction History file

Step 8 - Payroll control data update

Step 9 - Payroll suspended transactions previously matured are deleted from the Payroll Suspense file

~~**Step 10** - Payroll batch mature, to mature previously suspended payroll actions effective for the new pay period~~

~~**Step 11** - Transaction report for payroll~~

C.15.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.15.3 Execution Schedule

This job is to be performed after the final reporting jobs for payroll (NA00004 and NA00005) have been run. This is the initialization which begins each pay period cycle.

C.15.4 Data Inputs

The following are data inputs for initialization.

- For selection date of transaction history reports
- For sequence: name or SSN (default equals SSN)

C.15.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.15.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.15.7 Special Instructions

This job may be restarted if it aborts while processing a NATURAL step. Restart is required if the BJS log contains the message "***nn RESTART IS REQUIRED FOR program name." The "nn" identifies which BJS support program caught the error (NPB40nn). Initiate restart by scheduling the job with an "R" using the BJS. If program NPB4070 has completed, all values on the CTLPAY screen must be set back 1 pay period and the Mature Running flag and Tax Quarter indicator must be reset before restarting the job.

C.15.8 Output Validation and Product Checklist

The following outputs are produced from the various steps of the procedure.

Step 1 - N/A

Step 2 - Report 505 - Gains and Losses to Normals from Payblock Migration

Step 3 - NPS2-PAY-MASTER, NPS2-MER-FILE updated

Step 4 - Report 6070 - Normals Equate

- NPS2-PAY-MASTER, NPS2-NORM-FILE updated

Step 5 - Files updated -

- NPS2-PAY-MASTER
- NPS2-MER-FILE
- NPS2-REG-FILE
- NPS2-YTD-FILE
- NPS2-YTDADJ-FILE
- NPS2-PAY-TSP-ADJ
- NPS2-PAYCTL-TABLE
- NPS2-PER-MASTER
- NPS2-ADDRESS-FILE

- File deleted -

- NPS2-TAR-FILE

Step 6 - NPS2-PAY-TA-DATA deleted

Step 7 - NPS2-PAY-IMFH deleted

Step 8 - NPS2-PAYCTL-TABLE, NPS2-PAY-IMFH updated

Step 9 - NPS2-PAY-SUSPENSE deleted

Step 10 - Files updated -

- NPS2-PAY-MASTER
- NPS2-MER-FILE
- NPS2-REG-FILE
- NPS2-YTD-FILE
- NPS2-PAY-TSP-ADJ
- NPS2-ADDRESS-FILE
- NPS2-PAY-SUSPENSE
- NPS2-PAY-IMFH

Step 11 - Report 201 - Transaction Report

C.16 NA00003 PAYROIL BATCH T&A

C.16.1 Operations Overview

This job uses the NPS2-PAY-TA-DATA file to process hours, compute pay and leave, and post results. Edit and control reports are produced from the process. The steps of the job are as follows.

Step 1 - Produce T&A cards for LWOP

Step 2 - Edit T&A cards

Step 3 - Old Versus New Normals Report produced for each employee whose normals changed

Step 4 - T&A Paid Hours Report produced

Step 5 - Payroll Register Report produced

Step 6 - T&A Reported Hours Report produced

Step 8 - T&A Processing Report produced

C.16.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.16.3 Execution Schedule

This job is normally requested to run on Monday of pay week when the T&A card data preparation has been completed. This job must run after NA00006 in the current pay period.

C.16.4 Data Inputs

The input to this component is provided through a standard interface file (NPS2-PAY-TA-DATA File) created by each installation. The format for this file, according to its Data Definition Module, is shown in Figure C.16.4-1. In addition, input parameters are required for the reports that result from this job. These are as follows.

Step 1 - None

Step 2 - None

Step 3 - Required input parameter for sort sequence

- Name - enter 1
- SSN - enter 2 (default)

Step 4 - Same as Step 3

Step 5 - Same as Step 3

Step 6 - Same as Step 3

Step 7 - None

Step 8 - None

TYL	DB	NAME	F	LENG	S	D	REMARKS
1	AA	NPPS-PAY-TA-CENTER	A	4	F		
1	AB	NPPS-PAY-TA-PB	A	2	F		
1	AC	NPPS-PAY-TA-SSN	A	9	F		
1	AD	NPPS-PAY-TA-WEEK	A	1	F		
1	AE	NPPS-PAY-TA-SEQ	A	1	F		
1	BA	NPPS-PAY-TA-SHIFT	A	1	F		
1	BB	NPPS-PAY-TA-REG	P	3.2	N		
1	BC	NPPS-PAY-TA-OT	P	3.2	N		
1	BD	NPPS-PAY-TA-NITE	P	3.2	N		
1	BE	NPPS-PAY-TA-CT-EARN	P	3.2	N		
1	BF	NPPS-PAY-TA-HOL-WKD	P	3.2	N		
1	BG	NPPS-PAY-TA-SUN	P	3.2	N		
1	BH	NPPS-PAY-TA-HAZ	P	3.2	N		
1	BJ	NPPS-PAY-TA-AL	P	3.2	N		
1	BK	NPPS-PAY-TA-SL	P	3.2	N		
1	BL	NPPS-PAY-TA-CT-TKN	P	3.2	N		
1	BM	NPPS-PAY-TA-LWOP	P	3.2	N		
1	BN	NPPS-PAY-TA-SUSP	P	3.2	N		
1	BP	NPPS-PAY-TA-AWOL	P	3.2	N		
1	BR	NPPS-PAY-TA-HOL-LV	P	3.2	N		
1	BT	NPPS-PAY-TA-RSTR-LV	P	3.2	N		
1	CA	NPPS-PAY-TA-OTH-CD1	A	1	F		
1	CB	NPPS-PAY-TA-OTH-LV1	P	3.2	N		
1	CC	NPPS-PAY-TA-OTH-CD2	A	1	F		
1	CD	NPPS-PAY-TA-OTH-LV2	P	3.2	N		
1	CE	NPPS-PAY-TA-OTH-CD3	A	1	F		
1	CF	NPPS-PAY-TA-OTH-LV3	P	3.2	N		
1	CG	NPPS-PAY-TA-OTH-CD4	A	1	F		
1	CH	NPPS-PAY-TA-OTH-LV4	P	3.2	N		
1	ZA	NPPS-PAY-TA-KEY	A	17		S	

Figure C.16.4-1 Format of NPS2-PAY-TA-DATA File

C.16.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.16.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.16.7Special Instructions

The Pay Initialization (NA00006) job must be run before the Time and Attendance (NA00003) job. This job may be restarted if it aborts while processing a NATURAL step. Restart is required if the BJS log contains the message "***nn RESTART IS REQUIRED FOR program name." The "nn" identifies which BJS support program caught the error (NPB40nn). Initiate restart by scheduling the job with an "R" using the BJS.

C.16.8Output Validation and Product Checklist

This job produces the following outputs.

Step 1 - NPS2-PAY-TA-DATA file updated
Report 3005 - T&A Cards for LWOP

Step 2 - Files updated -

- NPS2-PAY-TA-DATA
- NPS2-PAY-MASTER
- NPS2-MER-FILE
- NPS2-PER-MASTER
- NPS2-REG-FILE
- NPS2-PAY-TSP-ADJ
- NPS2-TAR-FILE
- NPS2-PAYMSG-TABLE
- NPS2-IMFH

Step 3 - Report 101 - Old Versus New Normals

Step 4 - Report 204 - T&A Paid Hours

Step 5 - Report 202 - Payroll Register

Step 6 - Report 100 - T&A Reported Hours

Step 7 - Report 5101 - IMFH Processing Report

Step 8 - Report 5101B - T&A Processing Report

C.17 NA00005 PAYROLL FINAL PRODUCTS AND RECONCILING REPORTS

C.17.1 Operations Overview

This job produces the payroll tapes, listings, and voucher products for mailing to the required agencies.

C.17.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.17.3 Execution Schedule

This job must be run every pay period.

C.17.4 Data Inputs

Input parameters for this job include the following.

- Sequence for several processes, whether name or SSN (default equals SSN)
- For the bond status register module, whether the sequence should be by name, payblock and name, payblock and SSN, or SSN (default equals payblock and name)
- For the CFC Register, whether the sequence should be CFC code and name or CFC code and SSN (default equals CFC code and SSN)

C.17.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.17.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.17.7 Special Instructions

The job produces five data tapes for mail out or electronic transmission. This job can be rerun until all five tapes are successfully created.

C.17.8Output Validation and Product Checklist

The following reports are produced.

- Report 314 - Transmission Tape Listing (Thrift Savings Plan)
- Report 102 - Net Pay/Voluntary Allotment Register
- Report 103 - Net Pay - Non-EFT
- Report 202 - Payroll Register
- Report 301 - Bond Status Register
- Report 401 - Union Dues Report
- Report 403 - SF 2812 Withholding and Contributions for FEHB, FEGLI, and Retirement
- Report 404 - Bond Request Register
- Report 402 - CFC Register
- Report 406 - SF1166 Voucher and Schedule of Payments
- Report 507 - TSP Journal Voucher
- Report 106 - Payroll Cash Awards
- Report 456 - NEBA Biweekly Summary

The following tapes are produced.

- TSP tape - JJJJJJ.TAPE.TSP
- Pay period net check tape - REGULAR.SALY.NASA
- Pay period bond tape - JJJJJJ.TAPE.BND
- Pay period EFT tape - NASA.SALARY
- NEBA tape - JJJJ.TAPE.NEBA (Mail to Home Life Assurance Company)

C.18 NA00004 PAYROLL FINAL REPORTS

C.18.1 Operations Overview

This job produces reports required for historical records and interfaces. It also produces standard payroll products required for terminating employees and generates payroll history for all employees on the payroll master files.

C.18.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.18.3 Execution Schedule

This job is normally run with NA00005 as the last runs of the pay cycle.

C.18.4 Data Inputs

Following are input parameters for this job.

- For several processes, whether sequence is name or SSN (default equals SSN)
- For health insurance not paid, whether sequence is FEHB code and name ~~FEHB~~ code and SSN (default equals FEHB code and SSN)
- For comp time, whether selection criterion is religious or regular comp time (default equals religious); whether sequence is by organization and name, payblock and name, or payblock and SSN (default equals payblock and SSN)
- For sort sequence, whether to sort by name, SSN, payblock by name, or payblock by SSN (default equals payblock by SSN)
- For tax withholding, whether FIT, FICA, or HIT (default equals FIT); sort sequence of payblock and name or payblock and SSN (default equals payblock and SSN)
- For tax withholding, whether state, county, or city (default equals state); time period of month, quarter, or annual (default equals quarter)
- For Fund Source report, whether a selection of either the current pay period or FTE YTD and employee group (CSRS, FERS, neither, or all)

C.18.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.18.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.18.7 Special Instructions

This job is actually run as two jobs; the first job submits the second. Both jobs produce tapes.

C.18.8 Output Validation and Product Checklist

This job will schedule the following two jobs.

- NECAPP1 - CAPPS Biweekly
- NECAPP2 - CAPPS Monthly

The following reports and tapes are produced.

- Files updated - NPS2-PAYHIST-ONE, NPS2-PAYHIST-TWO
- Report 100 - T&A Reported Hours
- Report 101 - Old vs New Normals
- Report 204 - T&A Paid Hours
- Report 104 - Health Insurance Not Paid
- Report 107 - Limited Appointment Employees
- Report 200 - Master Employee Record
- Report 111 - Permanent Change of Station
- Report 203 - Leave and Pay Processing Information
- Report 302 - Bond Enrollment Register
- Report 303 - Work Years and Personnel Costs
- Report 304 - FTE Work Year
- Report 305 - FTE Pay Status/Zero
- Report 306 - FTE Accessions
- Report 307 - FTE Separations

- Report 309 - Consolidated OT/CT/Credit Hour Report
- Report 310 - Overtime
- Report 311 - Religious/Comp Time
- Report 311R - Regular Comp Time
- Report 312 - Credit Hours Register
- Report 313 - FTE Status Change
- Report 400 - Health Benefits Register
- Report 405 - FTE Report
- Report 409 - SF 1150 Record of Leave
- Report 410 - Semiannual Head Count
- Report 411 - SF 2807 CSRS Separations and Transfers
- Report 412 - SF 3103 FERS Separations and Transfers
- Report 413 - SF 2806 CSRS Individual Retirement Record
- Report 414 - SF 3100 FERS Individual Retirement Record
- Report 420 - Biweekly Retirement Report
- Report 408 - Tax Withholding Report
- Report 415 - Quarterly FIT/FICA/HIT Tax Withholding Report
- Report 460 - CAPPs Status Data Report
- Report 818 - Fund Source 1

C.19 NA00001 PAYROLL BATCH MATURE

C.19.1 System Overview

This job is executed to read the NPS2-PAY-SUSPENSE file and delete those actions that have already been matured.

C.19.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.19.3 Execution Schedule

The job is run as required.

C.19.4 Data Inputs

The input parameter for this job is whether the sequence should be by name or SSN (default equals SSN).

C.19.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.19.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.19.7 Special Instructions

None.

C.19.8 Output Validation and Product Checklist

The following are output from this job.

- Updated file - NPS2-PAY-SUSPENSE
- Report 201 - Transactions Report

C.20 DELETED**C.21 DELETED****C.22 NA00016 DAILYMESSAGE LOG****C.22.1 Operations Overview**

This job will produce five reports of NPPS transactions created on the day the job runs.

C.22.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.22.3 Execution Schedule

This job must be started before midnight to pick up the transactions for the current date.

C.22.4 Data Inputs

None. System date will be used to select IMFH records.

C.22.5 Initiation Procedures

These procedures comprise a portion of BJS and are explained in detail in Section 5.0.

C.22.6 Monitoring Procedures

These procedures comprise a portion of BJS and are explained in detail in Section 5.0.

C.22.7 Special Instructions

If the job does not complete by midnight, it will have to be rerun after a temporary program modification to adjust the date used to retrieve records from the IMFH file.

C.22.8Output Validation and Product Checklist

The following reports are produced.

- Table Action Report
- Master Time Recalculation
- Transaction Report
- Administrative Transaction Report
- Security Violations Report

C.23 PERSONNEL AND PAYROLL INDIVIDUAL REPORTS

C.23.1Operations Overview

Individual reports, as listed in Table C-1, stand alone. These reports will not be described separately.

C.23.2Operations Owner/User

This information is to be supplied by the receiving installation.

C.23.3Execution Schedule

The user may submit any of the reports at any time.

C.23.4Data Inputs

The input criteria for each report are shown in Table C.23.8-1. These parameters include both sort sequences and selection criteria for the reports.

C.23.5Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.23.6Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.23.7 Special Instructions

None.

C.23.8 Output Validation and Product Checklist

Each job produces one report. The report numbers are listed in Table C.23.8-1.

TABLE C.23.8-1 SINGLE REPORT JOBS (Payroll)

Job Number	Job Name	Work File(s)	User Input Criteria	
			Sort	Selection
NA00100	T&A REPORTED HOURS	8,25	1=NAME, 2=SSN DEFAULT=2	FACILITY CODE
NA00101	OLD VS NEW NORMALS	8,25	1=NAME, 2=SSN DEFAULT=2	FACILITY CODE
NA00102	NET PAY/VOL ALLOT REG	5,8	1=NAME, 2=SSN DEFAULT=2	FACILITY CODE
NA00103	NET PAY REGISTER NON-EFT	5,8	1=NAME, 2=SSN DEFAULT=2	FACILITY CODE
NA00104	HEALTH INS NOT PAID	5,8	1=NAME, 2=SSN DEFAULT=2	
NA00106	PAYROLL CASH AWARDS	1,8	1=PB/NAME, 2=PB/SSN	FACILITY CODE
NA00107	LIMITED APPT EMPLOYEES	1,8	1=NAME, 2=SSN DEFAULT=2	
NA00108	ANNUAL AWARD HISTORY	1,8	1=PB/NAME, 2=PB/SSN	DEFAULT
NA00109	DONATED ANNUAL LEAVE HISTORY	1,8	1=PB/NAME, 2=PB/SSN	DEFAULT
NA00110	CURRENT DONATED LEAVE	1,8	1=PB/NAME, 2=PB/SSN	DEFAULT
NA00111	PERMANENT CHANGE OF STATION	1,8	1=SSN, 2=PB/SSN, 3=NAME	
NA00112	MASS CFC SUSPENSE RECONCILIATION	8		
NA00113	ADVANCE PAY REGISTER	1,8	1=NAME, 2=SSN	FACILITY CODE
NA00114	ICB ASSOCIATED BUSINESS PUBLICATIONS REPORT	1,8	NAME	
NA00115	ICB CASH AWARDS LISTING	1,8	1=INSTALLATION/NAME 2=INSTALLATION/SSN, 3=NAME, 4=SSN	
NA00116	CASH AWARD ROYALTIES	5,8	1=NAME	YTD OR CUM
NA00117	NON-PERSONNEL ACTION CASH AWARDS EDIT LISTING	1,8	AWARD PROCUREMENT REQUEST NUMBER, AWARD CASE NUMBER, NAME	
NA00118	NON-PERSONNEL ACTION CASH AWARDS MASTER LISTING	5,8	1=NAME OR SSN, 2=TYPE, 3=ADJ	NAME OR SSN
NA00119	TOA REGISTER	2,8,25	1=SSN, 2=NAME, 3=PB/SSN, 4=PB/NAME DEFAULT=1	FACILITY CODE
NA00200	MASTER EMPLOYEE RECORD	1,2,8	A=NAME, B=SSN C=PB/NAME, D=PB/SSN DEFAULT=D	FACILITY CODE
NA00201	IMFH TRANSACTIONS	1,8	1=NAME, 2=SSN DEFAULT=2	FACILITY CODE

Job Number	Job Name	Work File(s)	User Input Criteria Sort	Selection
NA00202	PAYROLL REGISTER	5,8	1=NAME, 2=SSN DEFAULT=2	FACILITY CODE, and 1) All Detail and, totals, or 2) Individual SSN, or 3) individual Payblock, or 4) Individual Payblock, totals only, or 5) Center totals, only
NA00203	LEAVE & PAY PROC INFO	8	1=NAME, 2=SSN DEFAULT=2	FACILITY CODE
NA00204	T&A PAID HOURS	1,8	1=NAME, 2=SSN DEFAULT=2	FACILITY CODE
NA00301	BOND STATUS REGISTER	5,8	1=NAME, 2=PB/NAME 3=PB/SSN, 4=SSN DEFAULT=2	FACILITY CODE
NA00302	BOND ENROLLMENT REGISTER	8,25	1=NAME, 2=SSN DEFAULT=2	FACILITY CODE
NA00303	WORK YRS & PERSONNEL COSTS	8		
NA00304	FTE WORK YEAR	8,25		
NA00305	FTE PAY STATUS/ZERO	8,25		
NA00306	FTE ACCESSIONS	8,25		
NA00307	FTE SEPARATIONS	8,25		
NA00309	CONSOLIDATED OT/CT/CREDIT HOUR			
NA00310	OVERTIME	8,25	1=ORG/ASSIGNED/PAY PLAN/ GRADE/NAME	FACILITY CODE
NA00311	RELIG/COMP TIME	5,8	1=ORG/NAME 2=PB/NAME 3=PB/SSN, DEFAULT=3	
NA0311R	REGULAR COMP TIME	5,8	1=ORGANIZATION + NAME 2=PAYBLOCK + NAME 3=PAYBLOCK + SSN DEFAULT=3	
NA00312	CREDIT HOURS	7,8		
NA00313	FTE STATUS CHANGE	8,25		
NA00315	LEAVE STATUS REPORT	8	1=ORG ASSIGN/SSN 2=ORG ASSIGN/NAME 3=SSN 4=NAME	FACILITY CODE and 1) All Active Employees, or 2) Only Employees in a use or lose status
NA314TP	TSP CREATION	5,6,8		
NA00400	HEALTH BENEFITS REGISTER	8,25	1=NAME, 2=SSN DEFAULT=2	
NA00401	UNION DUES	5,8		
NA00402	COMBINED FED CAMPAIGN	5,8	1=NAME, 2=SSN DEFAULT=2	
NA00403	SF2812 WTH/CONT FEHB,FEGLI	8,25		

Job Number	Job Name	Work File(s)	User Input Criteria Sort	Selection
NA00404	BOND REQUEST REGISTER	8,15	1=NAME, 2=SSN DEFAULT=2	
NA00405	FULL TIME EQUIV	8,25		
NA00406	SF1166 VOUCHER/SCH OF PAY	1 - 10		REPORT YEAR
NA00408	STATE/COUNTY/CITY TAX W/H	8,25		STATE,CTY,CITY MONTH,QTR, ANNUAL DEFAULT=ST/QTR FACILITY CODE
NA00409	SF1150 RECORD OF LEAVE	8		
NA00410	SEMI-ANNUAL HEADCOUNT	8,25		
NA00411	SF2807 CSRS SEPAR & XFERS	1,8		
NA00412	SF3103 FERS SEPAR & XFERS	1,8		
NA00413	SF2806 CSRS IND'L RETIRE	8		
NA00414	SF3100 FERS IND'L RETIRE	8		
NA00415	FED W/H TAX - FIT/FICA/HIT	8,25	1=NAME, 2=SSN DEFAULT=2	FIT,FICA,HIT DEFAULT=FIT
NA00416	CSRS ANNUAL SUMM RET FUND	8		
NA00417	FERS ANNUAL SUMM RET FUND	8,15		
NA00418	W2 WAGE AND TAX	5,8	1=TERM EMPLOYEES 2=ALL EMPLOYEES DEFAULT=2	
NA00419	W-2 CHECKLIST	8	1=SSN, 2=NAME, 3=PAYBLOCK + SSN, 4 = PAYBLOCK + NAME	
NA00420	BIWEEKLY RETIREMENT	5,8	1=PAYBLOCK + SSN, 2=SSN, 3=NAME	
NA00421	CSRS ACCOUNTING	5,8	1=PAYBLOCK + SSN, 2=SSN, 3=NAME	
NA00422	FERS ACCOUNTING	5,8	1=PAYBLOCK + SSN, 2=SSN, 3=NAME	
NA00423	INDIVIDUAL PAY RECORD REPORT	5,8		REPORT YEAR, SSN
NA00424	YEAR-END LEAVE REPORT	8,25	1=SSN, 2=NAME, 3=PAYBLOCK + SSN, 4=PAYBLOCK + NAME, DEFAULT=3	REPORT YEAR
NA00425	BOND SEMIANNUAL REPORT	8		
NA00426	ANNUAL LEAVE LIABILITY REPORT	5,8	1=PAYBLOCK + SSN, 2=SSN, 3=NAME	
NA00427	IRS FORM 1099-MISC	5,8		
NA00428	POSTING LIST FOR ACI AND LOCALITY PAY ACTIONS	2,8	1=PAYBLOCK + RETIREMENT PLAN + NAME + NOAC 2=PAYBLOCK + RETIREMENT PLAN + SSN+NOAC 3=RETIREMENT PLAN + NAME + NOAC 4=RETIREMENT PLAN + SSN + NOAC	

Job Number	Job Name	Work File(s)	Sort	User Input Criteria Selection
NA00502	SECURITY VIOLATIONS	8		OPTIONAL DATE
NA00510	T&A IMFH DUMP	1,8	ALWAYS SORTED BY PAYBLOCK AND SSN	FACILITY CODE
	MER TABLES DUMP	1,8		
NA00518	W-2 FOR NON-EMPLOYEES	5,8	1=NAME, 2=SSN DEFAULT=2	
NA00818	FUND SOURCE	8		FTE YTD OR CURRENT PAY PERIOD EMPLOYEE CATEGORY
NE00154	EMPLOYEE SERVICE RECORD	5,8		1=ALL ACTIVE 2=SSN 3=SEPARATION DATES 4=FACILITY CODE DEFAULT=1
NE00250	PROBATIONARY APPRAISAL	8,25		BEG AND END DATE DEF= CURRENT DATE PLUS 45 DAYS
NE00251	WITHIN GRADE INCREASE	8,23		BEG AND END DATE DEF= CURRENT DATE PLUS 45 DAYS
NE00252	RETENTION REGISTER	5,8		1=ALL ACTIVE 2=NCC 3=ORG 4=0CC 5=FACILITY CODE DEF=1
NE00350	BASIC PERSONNEL DATA	5,8	1=NAME, 2=SSN, DEFAULT=2	FACILITY CODE
NE00351	PERSONNEL REGISTER	1,8		FACILITY CODE
NE00352	CENTER STRENGTH	8		
NE00353	PERSONNEL STATISTICS	8,10, 5,25	3=PAY PLAN, 1=ORG, 2=NCC DEFAULT=3,1,2	
NE00354	FREEDOM OF INFO LISTING	5,8	1=NAME, 2=ORG DEFAULT=1	
NE00355	STATEMENT OF BENEFITS CSRS	2,8		FACILITY CODE
NE00364	FULL TABLES	8		EACH TABLE #1-64 DEFAULT=ALL
NE00365	SUSPENSE (TICKLER)	5,8		DATE, FACILITY CODE
NE00367	STATEMENT OF BENEFITS FERS	2,8		FACILITY CODE
NE00369	SUPERVISORY PROB APPRAISAL	8,25		BEG AND END DATE DEF= CURRENT DATE PLUS 45 DAYS
NE00371	INCENTIVE AWARDS PROGRAM ANNUAL REPORT	1,8		BEG AND END DATE
NE00372	SES PROBATIONARY APPRAISAL	8,25	ORGANIZATION + NAME	1=ALL ACTIVE 2=BEG AND END DATE
NE00400	SF 50 NOTIFI PER ACTION	1,2,8		
NE00410	SF 52 REQUEST PER ACTION	1,2,8		
NE00460	CAPPS STATUS DATA REPORT	8		

C.24 NE00004 TSP LETTER

C.24.1 Operations Overview

This job is executed on request to produce the TSP letter.

C.24.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.24.3 Execution Schedule

This job is run on request.

C.24.4 Data Inputs

This job requires that 2 processing flags be set; one flag is set to print 943 and the other flag is set to disregard 943 print status.

C.24.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.24.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.24.7 Special Instructions

None.

C.24.8 Output Validation and Product Checklist

Outputs from the job are a TSP letter for each employee.

C.25 DATABASE SAVES AND RECOVERY

Database saves and recovery procedures are installation-unique.

C.26 DISASTER RECOVERY

Disaster recovery procedures are installation-unique.

C.27 AUTO SCHEDULE JOBS

C.27.1 Operations Overview

This job will run daily to check execution dates on the jobs marked for Auto schedule and set their BJS status to "H" if the current date is matched in their execution calendar. The job will also delete and print BJS log messages more than two days and print a report of the Job and Report data. This job may be used to create the 40 execution dates whenever the Job records are reloaded

C.27.2 Operations Owner/User

To be supplied by the receiving installation.

C.27.3 Execution Schedule

The job must be started during the afternoon so that PC can review the list of jobs in "H" status and change them to "S" as needed.

C.27.4 Data Inputs

None.

C.27.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.27.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.27.7 Special Instructions

If some reports are not desired, change the JCL to skip them.

C.27.8Output Validation and Product Checklist

The following reports are produced.

- List of all BJS log messages deleted.
- List of all jobs set to Hold in the BJS queue.
- List of all report recipient data.
- List of all jobs set for Auto schedule and their 40 execution dates.

C.28 NE00370 NASA PERSONNEL EDIT ERROR REPORT

C.28.1Operations Overview

This job is executed to apply NASA Personnel edits to suspended personnel transactions.

C.28.2Operations Owner/User

This information is to be supplied by the receiving installation.

C.28.3Execution Schedule

This job is run on request.

C.28.4Data Inputs

None.

C.28.5Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.28.6Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.28.7Special Instructions

None.

C.28.8Output Validation and Product Checklist

The following report is produced.

- NASA Personnel Edit Error Report

C.29 NA00020 PAY YEAR-END UPDATE

C.29.1Operations Overview

This job initializes the pay year-to-date data on the payroll master file and sets a flag that marks inactive employees for deletion at leave year-end (if the delete parameter is selected). Only NAB6050 executes in this job, and it produces a single report.

C.29.2Operations Owner/User

This information is to be supplied by the receiving installation.

C.29.3Execution Schedule

This job must be run after the last full pay period of the pay year in which employees receive payment and after the W-2 Wage and Tax Reports (NA00023) have been printed.

C.29.4Data Inputs

The input parameter for this job is the inactive employees marked for deletion flag set to Y or N, and the termination date to be used for selection if flag set to Y.

C.29.5Initiation Procedures

These procedures comprise a portion of BJS and are explained in detail in Section 5.0.

C.29.6Monitoring Procedures

These procedures comprise a portion of BJS and are explained in detail in Section 5.0.

C.29.7Special Instructions

This job may be restarted if it aborts while processing a NATURAL step. Restart is required if the BJS log contains the message "***nn RESTART IS REQUIRED FOR program name." The "nn" identifies which BJS support program caught the error (NPB40nn). Initiate restart by scheduling the job with an "R" using the BJS.

C.29.8Output Validation and Product Checklist

The following are outputs from this job.

- Files Updated - NPS2-PAY-MASTER, NPS2-MER-FILE
- Report 6050 - Pay Year-End Report

C.30 NA00021 PAY YEAR-END REPORTS

C.30.1Operations Overview

This job produces the pay year-end reports. The specific steps performed are as follows.

- Step 1 - CSRS annual retirement summary produced
- Step 2 - FERS annual retirement summary produced
- Step 3 - CSCS account report produced
- Step 4 - FERS account report produced
- Step 5 - Quarterly federal tax report produced

C.30.2Operations Owner/User

This information is to be supplied by the receiving installation.

C.30.3Execution Schedule

This job should be run after the last full pay period of the pay year in which employees receive payment and before the pay year-end update job (NA00020) is run. This job should only be scheduled and executed in conjunction with other pay year-end processes.

C.30.4Data Inputs

Following are the inputs for this job.

- CSRS and FERS account: sorting sequence of name or payblock and SSN or SSN or payblock and name (default equals payblock and SSN)
- Tax withholding: whether FIT, FICA, or HIT (default equals FIT); sorting sequence of payblock and name or payblock and SSN (default equals payblock and SSN)

C.30.5 Initiation Procedures

These procedures comprise a portion of BJS and are explained in detail in Section 5.0.

C.30.6 Monitoring Procedures

These procedures comprise a portion of BJS and are explained in detail in Section 5.0.

C.30.7 Special Instructions

None.

C.30.8 Output Validation and Product Checklist

The following reports are produced.

- Report 416 (OPM1525) CSRS Annual Retirement Summary
- Report 417 (OPM1564) FERS Annual Retirement Summary
- Report 421 CSRS Account
- Report 422 FERS Account
- Report 415 Quarterly Federal Tax

C.31 NA00022 CREATEPAYROLL PAY YEAR-END SSA TAPE**C.31.1 Operations Overview**

This job produces the Social Security Administration (SSA) tape from programs NAB6040 and NAB6041.

C.31.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.31.3 Execution Schedule

This job must be run after the last full pay period of the pay year in which employees receive payment and before the pay year-end update job (NA00020) is run. This job should only be scheduled and executed in conjunction with other pay year-end processes.

C.31.4Data Inputs

The input parameter for this job is the report year for the summary report (default equals 89).

C.31.5Initiation Procedures

These procedures comprise a portion of BJS and are explained in detail in Section 5.0.

C.31.6Monitoring Procedures

These procedures comprise a portion of BJS and are explained in detail in Section 5.0.

C.31.7Special Instructions

None.

C.31.8Output Validation and Product Checklist

The following output is produced.

- SSA Year-End Tape JJJJJJ.TAPE.YEAREND and Report 508, Social Security Tape - S Record Statistics

C.32 NA00023 PAYROIL CREATE W-2 TAPE

C.32.1Operations Overview

This job produces the W-2 tape and 2 tax reports from program NAB418, the Edit Listing report and the Edit Report and Statistics report.

C.32.2Operations Owner/User

This information is to be supplied by the receiving installation.

C.32.3Execution Schedule

This job must be run after the last full pay period of the pay year in which employees receive payment and before the pay year-end update job (NA00020) is run. This job should only be scheduled and executed in conjunction with other pay year-end processes.

C.32.4 Data Inputs

The input parameters for this job are as follows.

- Parameter to print W-2 only for terminating employees or print for all employees
- Parameter to sequence reports 1 through 8

C.32.5 Initiation Procedures

These procedures comprise a portion of BJS and are explained in detail in Section 5.0.

C.32.6 Monitoring Procedures

These procedures comprise a portion of BJS and are explained in detail in Section 5.0.

C.32.7 Special Instructions

None.

C.32.8 Output Validation and Product Checklist

The following outputs are produced.

- W-2 form Wage and Tax Statements
- W-2 print tape JJJJJJ.TAPE.W2
- Report 418 Edit Listing
- Report 418 W-2 Edit Report and Statistics

C.33 NEOSF52 PERSONNEL SF 52**C.33.1 Operations Overview**

This job is run in batch to print out employee data on SF 52s. The job is automatically scheduled and run from the online SF 52 process.

C.33.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.33.3 Execution Schedule

The job is run as required.

C.33.4 Data Inputs

Inputs are provided by the online user.

C.33.5 Initiation Procedures

The job is passed to JES immediately and should execute within 15 minutes.

C.33.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.33.7 Special Instructions

None.

C.33.8 Output Validation and Product Checklist

SF 52 forms are printed.

C.34 NECAPP1 PERSONNEL BIWEEKLY CAPPS SUBMISSIONS

C.34.1 Operations Overview

This job transmits personnel status, transaction, FTE actual usage data, and Fund Source 1 data to NHCC via NDM.

C.34.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.34.3 Execution Schedule

This job will be automatically submitted by the NA0004 job.

C.34.4 Data Inputs

Following are input parameters for these jobs.

The Fund Source 1 report must be set for all employees and the current pay period.

C.34.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.34.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.34.7 Special Instructions

None.

C.34.8 Output Validation and Product Checklist

Following are outputs for these jobs.

- Transmit data to NHCC
- (Local HiLevel Qualifier).TX.(Center Acronym)
- (Local HiLevel Qualifier).STS.(Center Acronym)
- (Local HiLevel Qualifier).ACTL.(Center Acronym)
- (Local HiLevel Qualifier).RPT818.(Center Acronym)

C.35 NECAPP2 PERSONNEL CAPPS MONTHLY SUBMISSIONS**C.35.1 Operations Overview**

This job transmits summary personnel status and transaction data to NHCC via NDM.

C.35.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.35.3Execution Schedule

This job will be automatically submitted by the NA0004 job for the last full pay period of each month (PAY CNTL: MONTH-TO-DATE = "Y").

C.35.4Data Inputs

None.

C.35.5Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.35.6Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.35.7Special Instructions

None.

C.35.8Output Validation and Product Checklist

Following are outputs for this job.

- Transmit data to NHCC
- (Local HiLevel Qualifier).SF113A.(Center Acronym)

C.36 NECAPP3 PERSONEL CAPPS QUARTERLY SUBMISSIONS

C.36.1Operations Overview

This job transmits organization table data to NHCC via NDM.

C.36.2Operations Owner/User

This information is to be supplied by the receiving installation.

C.36.3 Execution Schedule

This job is run on the quarter-end date.

C.36.4 Data Inputs

Following are input parameters for this job.

- Quarter number

C.36.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.36.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.36.7 Special Instructions

None.

C.36.8 Output Validation and Product Checklist

Following are outputs for this job.

- Transmit data to NHCC
- (Local HiLevel Qualifier).ORGNZTN.(Center Acronym)

C.37 NECAPP4 PERSONNEL EOFY CAPPS SUBMISSIONS**C.37.1 Operations Overview**

This job transmits personnel status and transaction data to NHCC via NDM.

C.37.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.37.3 Execution Schedule

This job is run on the last day of the fiscal year.

C.37.4 Data Inputs

Following are input parameters for these jobs.

- Pay Period Ending Date for the last full pay period ending in the fiscal year

C.37.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.37.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.37.7 Special Instructions

None.

C.37.8 Output Validation and Product Checklist

Following are outputs for these jobs.

- Transmit data to NHCC
- (Local HiLevel Qualifier).TX.(Center Acronym)
- (Local HiLevel Qualifier).STS.(Center Acronym)
- (Local HiLevel Qualifier).SF113A.(Center Acronym)

C.38 NP000DG PRINTDATA GLOSSARY

C.38.1 Operations Overview

This job executes three programs to print the NPS2-DATA-GLOSSARY file.

C.38.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.38.3 Execution Schedule

This job is to be run on request.

C.38.4 Data Inputs

None.

C.38.5 Initiation Procedure

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.38.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.38.7 Special Instructions

None.

C.38.8 Output Validation and Product Checklist

Approximately 600 pages are produced, including the main glossary listing and 2 cross-references.

C.39 NA00024 CFC INSTALLATION-UNIQUE INTERFACE**C.39.1 Operations Overview**

This job is run to read CFC transactions that have been placed in an external file and apply them to the employee master records.

C.39.2 Execution Schedule

This information is to be supplied by the receiving installation.

C.39.3Execution Schedule

This job is run on request.

C.39.4Data Inputs

The external CFC interface file is input.

C.39.5Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.39.6Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.39.7Special Instructions

After all CFC changes have been processed, the Payroll Normals Recomputation (NA00009) job should be executed.

C.39.8Output Validation and Product List

Outputs are as follows.

- Updated file - NPS2-PAY-MASTER
- Report NAB6188 - CFC Transaction Interface Report